

**DEPARTMENT OF THE NAVY**  
**Office of the Chief of Naval Operations**  
**Washington, DC 20350**

**OPNAVINST 1640.7A**  
**Pers-84**  
**5 February 1993**

**OPNAV INSTRUCTION 1640.7A**

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** MANUAL FOR THE OPERATION OF A WATERFRONT BRIG/CORRECTIONAL CUSTODY UNIT

**Ref:** (a) SECNAVINST 1640.9A  
(b) SECNAVINST 1640.7C

**Encl:** (1) Manual for the Operation of a Waterfront Brig/Correctional Custody Unit

**1. Purpose.** To issue standardized policies and procedures for the operation of Navy Waterfront Brigs and Correctional Custody Units (CCU's).

**2. Cancellation.** OPNAVINST 1640.7.

**3. Discussion.** The provisions of this manual apply to the operation of all Navy Waterfront Brigs/CCU's (a brig and a CCU operating as an integrated and collocated unit) and to all local command CCU's and brigs operating alone. The term waterfront brig/CCU is generic and refers to all local command brig and/or CCU operations in this instruction. Reference (a) provides the overall policy for operation and administration of the Department of the Navy (DON) corrections program. Reference (b) provides policy for operation and administration of CCU's. This instruction provides specific guidance for the operation of a waterfront brig/CCU to local command brig or CCU. Chief of Naval Personnel (CHNAVPERS) may waive any provision of this instruction that is not mandated by reference (a). Such waiver requests must be submitted in writing, with justification, via the chain of command to the CHNAVPERS (Pers-84). Request for waivers of provisions mandated by reference (a) shall be submitted as specified by Article 1302 of reference (a). The provisions of this

instruction and reference (a) supersede all other guidelines concerning the operation of waterfront brigs/CCU's.

**4. Action.** The commanding officer of the activity at which the waterfront brig/CCU is located is responsible for the administration of the waterfront brig/CCU program under the provisions of this manual. Recommendations for the improvement of the provisions of this manual should be forwarded via the chain of command to CHNAVPERS (Pers-84).

**5. Forms and Reports**

a. The forms required by this instruction are listed in enclosure (1), page vii.

b. The reports required by enclosure (1) are exempt from reports control by SECNAVINST 5214.2B.

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(Manpower, Personnel and Training)

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MANUAL FOR THE OPERATION  
OF A  
WATERFRONT BRIG/CORRECTIONAL CUSTODY UNIT

Enclosure (1)

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## RECORD OF CHANGES

Changes as received and entered will be recorded in the spaces provided below.

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The following forms may be requisitioned per NAVSUP P-2002D:

DD 2N (Active) (Rev. 7-74)	Military Identification Card S/N 0102-LF-005-9100
DD 367 (Rev. 12-57)	Prisoner's Release Order S/N 0102-LF-000-3670
DD 498 (Rev. 3-64)	Prisoner's Personal History Record S/N 0102-LF-000-4980
DD 504 (Rev. 4-76)	Request/Receipt for Health and Comfort Supplies S/N 0102-LF-000-5041
DD 509 (Rev. 7-70)	Inspection Record of Prisoner in Segregation S/N 0102-LF-005-2500
DD 510 (Rev. 5-51)	Request for Interview S/N 0102-LF-005-2510
DD 512 (Rev. 3-64)	Installation Parolee/Minimum Custody Agreement S/N 0102-LF-005-2800
DD 629 (Rev. 3-58)	Receipt for Prisoner or Detained Person S/N 0102-LF-000-6290
DD 1476 (Rev. 4-68)	Prisoner's Admission Summary Data S/N 0102-LF-001-4760
DD 1477 (Rev. 2-64)	Prisoner's Progress Summary Data S/N 0102-LF-001-4770
DD 1478 (Rev. 2-64)	Prisoner's Summary Continuation Sheet S/N 0102-LF-001-4780
DD 1479 (Rev. 2-64)	Prisoner Assignment and Clemency Board Action S/N 0102-LF-001-4790
NAVPERS 1626/7 (Rev. 12-88)	Report and Disposition of Offenses S/N 0106-LF-005-2700
NAVPERS 1640/4 (Rev. 7-82)	Confinement Order S/N 0106-LF-016-4023
NAVPERS 1640/8 (Rev. 4-78)	Conduct Record S/N 0106-LF-016-4040

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NAVPERS 1640/9 (Rev. 2-82)	Disciplinary Report S/N 0106-LF-016-4047
NAVPERS 1640/10 (Rev. 11-86)	Work and Training Report S/N 0106-LF-016-4052
NAVPERS 1640/13 (Rev. 6-81)	Prisoner/Awardee Evaluation Report S/N 0106-LF-016-4065
NAVPERS 1640/15 (Rev. 6-81)	Mail and Visiting List S/N 0106-LF-016-4078
NAVPERS 1640/16 (Rev. 7-78)	Prisoner Identification Badge S/N 0106-LF-016-4080
NAVPERS 1640/17 (Rev. 4-81)	Inventory and Receipt of Valuables, Clothing and Personal Effects S/N 0106-LF-016-4085
NAVPERS 1640/18 (Rev. 6-72)	Prisoner Escort Identification S/N 0106-LF-079-3000
NAVPERS 1640/19 (Rev. 9-82)	Initial Contact Sheet S/N 0106-LF-016-4098
NAVPERS 1640/24 (Rev. 11-91)	Personal History Questionnaire S/N 0106-LF-013-0300
NAVSO 5815/2 (Rev. 8-80)	Request for Restoration/Clemency S/N 0104-LF-908-1511
NAVSO 5815/4 (Rev. 5-81)	Waiver of Clemency Review S/N 0104-LF-908-1520

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CHAPTER IPOLICY101 MISSION

1. The mission of all waterfront brigs/CCU's is two-fold: to ensure the security, good order, and safety of prisoners, detainees, and awardees; and, to retrain and return the optimum number of prisoners and awardees to duty at the earliest time, better prepared to perform useful, offense-free service, thus salvaging individual members and, in part, the money and effort spent in recruiting, training, and disciplining them. Further, the waterfront brig shall prepare the remaining prisoners for return to civilian life as productive citizens or transfer to a consolidated brig.
2. Waterfront brigs/CCU's will detain persons placed in pretrial confinement and will confine: post-trial prisoners serving bread and water or diminished rations for up to 3 days; prisoners scheduled for return to duty; prisoners with 30 days or less remaining in confinement who are scheduled for discharge; prisoners receiving a discharge pending transfer to a consolidated brig; and will house persons awarded correctional custody at Article 15, Uniform Code of Military Justice.
3. Waterfront brigs/CCU's will provide a correctional program which includes counseling and a systematic evaluation of prisoners which, in turn, is a prerequisite for intelligent decisions on custody, work, training, clemency, and selection for return to duty or discharge. The program includes work, military and physical training, an opportunity for self improvement, recreation, and religious participation. These programs will be offered to both prisoners scheduled for return to duty and awardees serving correctional custody. Some programs which enhance success in military life, or in adapting to the brig, will be provided pretrial detainees.

102 AUTHORITY FOR CORRECTIONAL CUSTODY

1. The basic authority to impose the punishment of correctional custody is contained in Article 15, Uniform Code of Military Justice (UCMJ), which authorizes commanding officers to impose correctional custody on a member for not more than 7 consecutive days or, if imposed by an officer of the grade of major or lieutenant commander or above, for not more than 30 consecutive days. Correctional custody is the physical restraint of a person, served in a facility designated specifically for that purpose, which has no special security features, since restraint shall be effected by the presence of a supervisor.

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2. The Manual of the Judge Advocate General of the Navy (JAGINST 5800.7C) specifies that the punishment of correctional custody shall not be imposed upon persons in grade E-4 and above.

### 103 APPLICABILITY

The provisions of this manual apply to all waterfront brigs/CCU's. Supplemental instructions may be established to implement the provisions of this instruction. A copy of all supplemental instructions shall be provided to the major claimants, CHNAVPERS (Pers-84) and Echelon 3 commanders.

### 104 DESIGNATION

The brig section of a waterfront brig/CCU is designated as an authorized naval place of confinement by the Secretary of the Navy. No designation is required for the correctional custody section.

### 105 CONSTRUCTION AND ALTERATION AUTHORITY

The guidance for development of facility requirements and the submission procedures for construction projects are contained in NAVFACINST 11010.44E (NOTAL). Advance approval of proposed construction and/or alteration projects shall be obtained from CHNAVPERS (Pers-84). CHNAVPERS shall conduct triennial, on-site inspection of the waterfront brigs/CCU's to determine their functional adequacy by evaluation of the configuration, security features, space utilization, and an engineering evaluation of the structure and utility systems. When developing plans for new construction or renovation refer to MIL-HDBK-1037/4 (NOTAL) and NAVFAC P-80 (NOTAL) for current construction requirements.

### 106 PHILOSOPHY

1. Correctional. The correctional philosophy for Navy corrections is issued in Article 1202 of reference (a) and shall be carried out in all waterfront brigs/CCU's.

#### 2. Correctional Custody

a. Correctional custody is one of the most serious deprivations of liberty authorized as a punishment under Article 15 of the Uniform Code of Military Justice (UCMJ). Like all other nonjudicial punishments, correctional custody is designed to be a means of disposing of minor infractions of discipline without having to stigmatize the offender with a court-martial sentence to confinement. Although correctional custody is a punishment for illegal behavior, the major element of correctional custody is the rehabilitation process.

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b. In the Navy correctional custody attempts to correct the attitude and motivation of enlisted personnel through a regimen of hard work, intensive counselling, physical training and motivational and attitudinal training conducted in a strict military environment with a staff of proven petty officers. The program is designed to have the greatest positive impact on the young, immature, first-term sailor who has not yet fully developed self-discipline, a sense of responsibility, and an understanding of the Navy's fundamental standards of acceptable behavior.

#### 107 INSPECTIONS

1. The major claimants, through the chain of command, are directly responsible for the operation of waterfront brigs/CCU's within their claimancy. The strong involvement of the chain of command in the day-to-day operation of the waterfront brig/CCU is essential. Major claimants shall ensure regular inspections (at least annual) of the waterfront brigs/CCU's, and provide guidance and assistance in their operation. CHNAVPERS shall prepare standardized inspection formats for the major claimant inspections and monitor inspection reports. A copy of all inspection reports will be forwarded to CHNAVPERS (Pers-84).
2. The commanding officer of the activity where the waterfront brig/CCU is located and designated personnel in the chain of command shall make frequent visits and inspections of the facility.



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## CHAPTER II

### PHYSICAL PLANT

#### 201 FUNCTIONAL CLASSIFICATION

1. Waterfront Brig/CCU. A waterfront brig/CCU is a facility established at a local command of the shore establishment.
2. Correctional Custody Units. In areas where no waterfront brig/CCU is established, a correctional custody unit may be used for the nonjudicial punishment of correctional custody and will be operated following pertinent portions of this instruction.

#### 202 CONFINEMENT FACILITIES OF OTHER MILITARY SERVICES

1. Where economy and more efficient military administration will result and where it is determined by local commanders to be feasible and practicable, the Secretary of Defense has authorized and directed the joint use of military correctional facilities.
2. Departmental approval of local interservice agreements covering such usage is not required; however, in view of ongoing Department of Defense (DOD) initiatives to consolidate corrections of all services, two copies of any proposed draft agreements shall be forwarded to CHNAVPERS and one copy to the major claimant for review and comment prior to local approval.
3. In addition to the provisions governing interservice agreements listed in Article 2101.5b of reference (a), all agreements shall be in consonance with the waterfront brig/CCU concept insofar as possible. Special attention should be placed on items dealing with post-trial removal of prisoners and expeditious transfer to a facility of their own service; arranging transfers prior to convening authority action, allowing a reasonable time (1 or 2 weeks) for meetings with defense counsel after trial; and determinations of whether or not personnel from these other services may participate in "return to duty" programs.

#### 203 CIVILIAN CONFINEMENT FACILITY

1. Civilian facilities shall not be used for correctional custody, bread and water or diminished rations; only military facilities may be used.
2. Civilian facilities may be used for confinement of prisoners only as provided by section 7104.5 of reference (a).

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204 CONFIGURATION AND CONSTRUCTION

1. Waterfront brigs/CCU's will be configured and constructed in compliance with MIL-HDBK-1037/4 (NOTAL).
2. New construction and renovation will comply with construction and life safety standards in effect at the time of construction.
3. If new life safety standards are developed that need to be incorporated into waterfront brigs/CCUs, such items will be installed during the next renovation of the facility according to National Fire Protection Association 101 Safety Code, 1988.

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CHAPTER IIIORGANIZATION AND STAFF FUNCTIONS301 ORGANIZATION AND ADMINISTRATION

1. The commanding officer or officer in charge shall be responsible for the organization and administration of the waterfront brig/CCU. A civilian position is provided as Assistant Brig Officer/Director of Corrections to assist in these functions in a 60 capacity facility. Staff assistants for counseling, training, work, administration, and supply shall be assigned. A watch team consisting of a brig duty officer, control center supervisor, quarters supervisor, and escort shall be assigned at all times.

2. The waterfront/CCU brig commanding officer or officer in charge shall report directly to the commanding officer of the activity to which the waterfront brig/CCU is assigned. The waterfront brig/CCU shall not be associated with base security or master-at-arms functions.

302 SELECTION CRITERIA

1. General. Personnel selected for duty in waterfront brigs/CCU's shall, unless specifically excepted by CHNAVPERS meet the criteria set forth in Article 3102 of reference (a). All E-4 personnel should have completed Leadership Management Education Training (NAVLEAD) before assuming duty in a waterfront brig/CCU.

2. Civilians. Civilians are employed in selected support positions in waterfront brigs/CCU's.

3. Personnel from Other Military Services. In locations where waterfront brigs/CCU's confine members of other military services, local interservice support agreements may be established according to the criteria set forth in Article 3102.6 of reference (a).

303 ASSIGNMENT CRITERIA

1. Personnel shall be assigned to a waterfront brig/CCU (or a CCU where no waterfront brig/CCU exists) for a normal tour of duty. Personnel in a Limited Duty/Temporary Duty status or transient personnel shall not be assigned to a waterfront brig/CCU.

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2. Navy staff shall possess Navy Enlisted Classification (NEC) 9575 or 9516 prior to assignment to duties at a waterfront brig/CCU. Other services enlisted personnel will be assigned a specific Military Occupational Speciality (MOS) for corrections, following the procedures for their service. Exceptions are not authorized unless specifically approved in each case by CHNAVPERS (Pers-84). Personnel will be closely screened under the criteria of Article 3102 of reference (a).

3. Personnel shall not be assigned duties which require the supervision of prisoners/awardees of the opposite sex in areas where nudity routinely occurs.

#### 304 STAFF FUNCTIONS

The following billet titles and duty descriptions will be utilized in the 60 capacity waterfront brig/CCU, unless otherwise noted.

1. Brig Officer. The term "brig officer" as used in this manual refers to commanding officer, officer in charge, chief petty officers in charge assigned responsibility for the operation of the brig/CCU. In a stand alone correctional custody unit this position is titled "Correctional Custody Officer." Commanding officers and officers in charge are ordered into their billet as commanding officer or officer in charge by CHNAVPERS. Chief petty officers in charge shall be appointed in writing by the commanding officer of the activity. The brig officer is directly responsible to the commanding officer of the activity for the humane care, custody, discipline, safety, welfare, and correctional treatment of personnel in the waterfront brig/CCU. Brig officers shall operate the waterfront brig/CCU following the requirements of reference (a), this manual and other applicable instructions. They shall encourage command level participation and provide liaison to staff specialists who support and provide guidance for the corrections program. They are also responsible for training and supervision of all staff members assigned to the waterfront brig/CCU. Brig officers shall be exempt from assignment to duties such as officer of the day or command duty officer. See Article 3205 of reference (a).

2. Assistant Brig Officer/Director of Corrections. This position requires a person with knowledge and experience in correctional security and programs. The assistant brig officer/director of corrections is responsible to the brig officer for supervising security, the work and counseling programs, administrative support, and training functions. This person will act as chairperson or as a member of various committees or boards concerned with prisoner/awardee management,

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staff management, facility maintenance and other areas. This person shall perform such other duties as assigned by the brig officer and act for the brig officer in his or her absence. This position will be filled by a civilian and as such will have positional authority, vice disciplinary authority under the UCMJ, over the staff, prisoners or awardees in the absence of the brig officer.

3. Programs Officer. In a waterfront brig/CCU of 120 capacity or more the programs officer may be a separate position. In a waterfront brig/CCU of 60 capacity, this function is performed by the assistant brig officer/director of corrections. The programs officer is responsible to the assistant brig officer/director of corrections in the areas of rehabilitation, restoration and work programs. This person may also supervise administrative functions and serve as a member of the Classification and Assignment Board and the Discipline and Adjustment Board. This position will normally be filled by a civilian.

4. Programs

a. Correctional Counselor. The correctional counselor provides direct and indirect, individual and group counseling to no more than 35 prisoners/awardees and assists in their performance and program evaluations. This person is a para-professional and refers problems requiring professional attention for administrative action to the assistant brig officer/director of corrections. In facilities not having a assistant brig officer/director of corrections, the counselor is primarily responsible for all treatment activities and for appropriate referral to command resources when necessary.

b. Training Supervisor. The training supervisor is responsible to the assistant brig officer/director of corrections for staff and escort training, maintenance of training records of both staff and prisoners/awardees, reception, general military and physical training. The training supervisor prepares prisoner/awardee and staff training schedules. The training supervisor may also be involved in motivational or other training when qualified.

c. Work Supervisor. The work supervisor is responsible to the assistant brig officer/director of corrections for the planning and coordinating of all work projects and work parties employing prisoners and awardees. Their major functions include maintaining liaison with area coordinators, base commanders, and immediate superiors in command, in the identification and assignment of suitable work projects, ensuring that work parties are supervised by trained and qualified escorts; and frequent,

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regular monitoring of work parties at or away from the brig/CCU. The work supervisor is also responsible for the facilities and ground maintenance and general sanitation. This position will normally be filled by a civilian.

5. Administration

a. Administrative Officer. The administrative officer is responsible to the assistant brig officer/director of corrections for administrative records and reports, facility correspondence, statistical data, prisoner/awardee records and reports, computation of sentences, and the preparation of reports. They shall use the Corrections Management Information System (CORMIS) in maintaining records and reports. The administrative officer normally supervises the mail, supply, mess, funds and valuables, and receiving and release functions.

b. Administrative Clerk. The administrative clerk performs clerical duties as assigned by the administrative officer. This position will normally be filled by a civilian.

c. Receiving and Release Supervisor. The receiving and release supervisor is responsible to the administrative officer for processing prisoners/awardees into the waterfront brig/CCU, for their proper release, and for relevant records and supplies, including health and comfort items, prisoner/awardee personal property and clothing issue and storage.

d. Supply Supervisor. The supply supervisor is responsible to the administrative officer for the receipt, issue and inventory of facility operational supplies. This person may be responsible for maintaining the brig's operating budget (OPTAR). This position will normally be filled by a civilian.

e. Funds and Valuables Custodian. The brig officer shall appoint, in writing, an officer, senior petty officer or civilian as custodian of prisoner personal funds and valuables according to the NAVCOMPT Manual, Volume 4, Chapter 2, Part G. The funds and valuables custodian is responsible to the administrative officer in the performance of their duties. They shall be provided with adequate safekeeping facilities. This position will normally be filled by a civilian.

f. Assistant Custodian. The brig officer shall appoint, in writing, an officer, senior petty officer or civilian as assistant custodian, who will assume the duties of the custodian in their absence. The assistant custodian will be responsible to the custodian and to the administrative officer in the absence of the custodian.

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g. Authorized Custodians. The brig officer shall specifically designate, in writing, personnel authorized to receive prisoner funds and valuables outside of normal working hours following NAVCOMPT Manual, Volume 4, Section 3. They shall be provided with adequate safekeeping facilities for temporary storage of receipts. All such receipts, funds and valuables shall be surrendered, in return for a receipt, to the funds and valuables custodian or assistant custodian at the beginning of the next work day.

h. Mail Supervisor. The brig officer shall appoint in writing, a staff member to process prisoner and awardee mail. He or she shall also be appointed to act as an authorized custodian to record/receipt for money and valuables received in prisoner/awardee mail. The mail supervisor shall be responsible to the administrative officer for receipt, logging, inspection, and distribution of all prisoner/awardee mail. In no instance shall prisoners/awardees inspect or handle mail.

i. Mess Supervisor. The mess supervisor assigned to the brig/CCU shall be responsible to the administrative officer to ensure that the quality and quantity of food served to prisoners/awardees is identical with that served in the enlisted mess for the general command population and that sanitation, preparation, handling and service of food meet established criteria. This person shall also be responsible for the preparation and serving of restricted diets, bread and water meals, and diminished rations. Prisoners of any legal status may be used as mess personnel under the mess supervisor's direction.

6. Security. The following are responsible for the security of the facility, for the safety and welfare of the prisoners/awardees, and for ensuring that programmed activities are carried out following regulations and directives. Some posts must be manned on a 24-hours per day, 7 days per week basis.

a. Operations Officer. The operations officer is responsible to the assistant brig officer/executive officer in the areas of security, control and accountability, and emergency planning and response. The operations officer is responsible for the training, assignment, and performance evaluation of members of the security force. The operations officer shall make frequent and irregular on-site inspections of all areas of the brig with particular emphasis on security posts and all large group activities. The operations officer will coordinate with the programs officer on prisoner or awardee movements, work and recreational activities.

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b. Brig Duty Officer (BDO). The brig duty officer is responsible to the operations officer for supervising the security force, the maintenance of good order and discipline, carrying out the plan of the day, and the health, welfare, and safety of staff members and prisoners/awardees. In a stand alone correctional custody unit this position is titled "Section Leader." In the absence of the operations officer, the brig/CCU duty officer is in charge of the general operation of the brig watch.

c. Control Center Supervisor. The control center supervisor is responsible to the brig duty officer for maintaining the prisoner/awardee accountability and security records. The control center supervisor is the hub of the security and communications system and coordinates all traffic, information and activities. The control center supervisor is responsible for requisition, storage, issue, and inventory of all security items such as keys, instruments of restraint, etc. The controls for electrically controlled doors and gates shall be in the control center. Personnel selected for this post should be carefully screened by the brig officer due to the responsibilities and high pressure associated with these duties.

d. Quarters/Cellblock Supervisor. The quarters and cellblock supervisor is responsible to the brig duty officer for the maintenance of good order and discipline, sanitation, and the accountability and welfare of prisoners/awardees in an assigned berthing space. Each separate berthing area (dormitory or cellblock) will normally be supervised. The quarters supervisor will supervise prisoners/awardees on work details when the prisoners/awardees leave the dormitories. One supervisor may supervise no more than 20 cells or 40 personnel in a dormitory setting.

e. Escort. The escort is responsible to the brig duty officer and will be used for transporting prisoners/awardees to and from locations outside the waterfront brig/CCU. Escorts may be provided by using commands when properly trained and determined qualified by the training supervisor. Escorts for pretrial personnel will be provided by the parent command.

7. Special. When the size of the facility and volume of turnover warrant, qualified personnel may be assigned on a full-time basis for the functions shown below. For smaller facilities, such assignments should be on a collateral duty basis with provisions made to ensure sufficient time is made available to adequately carry out their waterfront brig/CCU duties.



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a. Chaplain. A chaplain shall be appointed in writing by the commanding officer of the station where the brig is located to administer the religious program for a waterfront brig. The chaplain shall be responsible to the brig officer for coordination of worship services for all prisoners/awardees. The chaplain will facilitate the visitation program for chaplains from units with personnel assigned to the waterfront brig/CCU. The chaplain will be consulted on all religious issues.

b. Medical Officer. Medical officers shall be appointed in writing by the commanding officer of the medical facility. The medical officer is responsible to the brig officer for the health and medical care of prisoners/awardees and the sanitary conditions of the facility.

c. Hospital Corpsman. The hospital corpsman assists and is responsible to the assigned medical officer for the health care program for prisoners/awardees. At the discretion of the assigned medical officer, the hospital corpsman may conduct daily sick call and visit prisoners in segregation. A corpsman shall be available to dispense all controlled medicine.

### 305 POST ORDERS

The brig officer shall ensure there are up-to-date written instructions for each post. These post orders shall contain a clear, concise statement of the purpose, time schedule, supervisory functions, security requirements, and any other special features of the post. Staff members shall know and be able to perform the functions required in the post orders prior to assumption of that assignment.

306 GENERAL RULES OF CONDUCT FOR STAFF. Generally, acting in conformance with the requirements of the UCMJ and observance of the constitutional rights of individuals is sufficient to establish proper staff/prisoner/awardee relationships. However, there are some aspects of staff behavior that merit special emphasis:

a. Physical abuse, use of unnecessary force, and any form of corporal punishment or harassment by staff members are prohibited.

b. Striking or laying hands upon prisoners/awardees is prohibited except in self-defense, to prevent serious injury to other persons, to prevent serious damage to property, to effect an authorized search, or to quell a disturbance. In such cases, the amount of force used will be the minimum amount necessary to bring the situation under control.

c. Each brig/CCU staff member, regardless of duty assignment, is responsible for maintaining the security of the facility and the safe custody of the prisoners/awardees.

d. Brig/CCU staff members are prohibited from bartering, giving, selling, or permitting others to barter, give, or sell contraband items to prisoners/awardees.

e. Brig/CCU staff members are prohibited from extending privileges, favored assignments, or information to individual prisoners/awardees which are not similarly available to all prisoners/awardees.

f. Staff personnel shall not use their official position to establish or maintain social contacts or relationships with prisoners/awardees or their families or friends.

g. Brig/CCU staff members shall not release information on individual prisoners/awardees without authorization of the brig officer.

h. Brig/CCU staff members shall set high personal standards of appearance and military bearing.

### 307 FRATERNIZATION

Staff members are prohibited from fraternizing with prisoners or awardees. This restriction does not prohibit all contact, such as simple conversation between prisoners/awardees and staff members. Brig/CCU staff members are expected to treat prisoners/awardees as fellow human beings who are members of the military service in a subordinated position within the organization.

### 308 HARASSMENT/SEXUAL HARASSMENT

1. Any act or word which demeans an individual's dignity is harassment and is prohibited.

2. Sexual harassment is prohibited. This behavior, interferes with an individuals performance and creates an intimidating, hostile and offensive environment. Whether the individual is a prisoner, detainee, awardee, or staff member, sexual harassment denies the individual respect and dignity and is contrary to the mission of the brig/CCU. Waterfront brigs/CCU's will strictly follow and enforce Navy policy in both letter and spirit.

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**309 PHYSICAL ABUSE/MALTREATMENT CHARGE**

The commanding officer of the activity will immediately review the known circumstances of any abuse/maltreatment charges and determine whether or not the duty assignment of the member accused or charged should be altered pending resolution of the charge(s). If the commanding officer finds there is probable cause to believe that an allegation is true, the accused person will be reassigned to other duties not involving the supervision of prisoners/awardees. If the staff member is subsequently found guilty of physical abuse or maltreatment, the brig officer shall take immediate action to remove all correctional NEC's and request the individual be transferred from brig duty and replaced as an unplanned loss.

**310 STAFF TRAINING**

a. Initial Training. All personnel, civilian and military, assigned to a waterfront brig/CCU shall receive formal training as specified by CHNAVPERS. Successful completion of required training is a prerequisite for assignment to a post/function. For civilians, a statement to this effect will be placed in position descriptions and in hiring/recruiting announcements.

b. Pre-Service Training. Pre-service training is conducted at the waterfront brig/CCU as required by Article 3502 of reference (a).

c. In-Service Training. In-service training is designed to keep all staff members abreast of changes in policy and operations and to maintain and improve proficiency in correctional skills. Each waterfront brig/CCU shall conduct regularly scheduled in-service training so that a complete cycle of subject matter required by Article 3503 of reference (a) is completed within 1 year. The training supervisor will develop a long-range training plan from which quarterly and monthly schedules can be made up, and will ensure training records are maintained for each staff member showing topics, date received and instructor. Muster sheets shall be maintained for each lesson given, with staff members attending signing the attendance sheet. All staff personnel, regardless of billet assignment, shall be required to attend this training and demonstrate proficiency in the subject matter areas covered.

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311 ESCORT TRAINING

Waterfront brigs/CCU's shall provide a 1 day escort training program to be made available to local commands. A proficiency test shall be successfully completed prior to certification as a qualified escort. All personnel assigned to escort duties shall be thoroughly trained in the safety and proper use of restraining devices in the performance of escort functions. A NAVPERS 1640/18, Prisoner Escort Identification, shall be issued upon completion of training.

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CHAPTER IVCONTROL401 CONTROL CENTER FUNCTION

The control center shall be equipped and operated as required by section 4101 of reference (a).

402 CONTROL CENTER ACCOUNTABILITY SYSTEMS. Certain basic information must be maintained and controlled to ensure adequate accountability of prisoners and awardees at all times. The extent of this system will be tailored to meet local needs. Small centers may combine elements as desired. This system will be controlled by and maintained in the control center. Elements of this system are:

1. The NAVPERS 1640/4, Confinement Order for prisoners, or Temporary Additional Duty (TEMADD) orders with a copy of the NAVPERS 1626/7, Report and Disposition of Offense(s) attached for awardees. Confinement orders or TEMADD orders shall be delivered to the control center by the receiving and release supervisor immediately upon receipt of new prisoners or awardees. The control center supervisor shall make the necessary additions to control center records and forward the confinement order/TEMADD order and the NAVPERS 1626/7, to the administrative supervisor by the next workday for inclusion in the prisoner's or awardee's file.

2. NAVPERS 1640/16, Prisoner Identification Badge and photostatic copy of awardee's DD 2N (Active), Military Identification Card. The control center's copy of the NAVPERS 1640/16 and the photostatic copy of the awardee's DD 2N (Active) will be maintained in alphabetical order in a visible or readily visible file in the control center. New badges or copy of identification cards will be added only when new confinement orders or Temporary Additional Duty (TEMADD) orders are received. Those on file will be removed from the master file only upon receipt of an executed DD 367, Prisoner Release Order or TEMADD order transferring an awardee from the waterfront brig/CCU.

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3. Berthing Assignment Record. This record shall show the berthing assignment (dormitory/cell and berth) for each prisoner and awardee.
4. Work Assignment Record. This record shall show the work assignment of each prisoner/awardee and for quick verification of work detail and location of the prisoner/awardee.
5. Out Count Record. This record shall be maintained in the control center only if there are prisoners/awardees outside the facility. Normal format is a chart which provides an appropriate number of spaces under each authorized out-count location (i.e., Hospital, Navy Legal Service Office, Transient Personnel Unit, etc.) and constructed so as to permit all names to be written in and erased repeatedly without damaging the chart (i.e., grease pencil on an acetate cover).
6. Daily Change Sheet. A listing of all authorized status and program changes will be prepared daily, authenticated by the brig officer or assistant brig officer/programs, and distributed to all posts. All housing moves, except emergencies, will be accomplished in conjunction with the Daily Change Sheet. If there are no changes for a given day the daily change sheet shall so indicate. CORMIS can generate this change sheet.
7. Daily Appointment Sheet. Each work day, a Daily Appointment Sheet will be prepared by the administrative supervisor listing all authorized appointments for the following day (i.e., medical, legal, and military personnel appointments, chaplain interviews, etc.). The appointment program available in CORMIS should be used. Any changes or additions to the daily appointment sheet shall be annotated and initialed by the control center supervisor. The control center copy of the daily appointment sheet will be forwarded to the Administrative Office for filing at the issuance of the next change sheet.
8. DD 367, Prisoner Release Order and TEMADD Orders. On the day of release the release order and TEMADD orders transferring awardees shall be verified and maintained in the control center until the release or transfer is effected, at which time, the release order or TEMADD orders shall be forwarded to the administrative supervisor for inclusion in the prisoner's/awardee's file. At the actual time of release or transfer, the control center supervisor shall ensure appropriate record and count changes and deletions are made.

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9. Brig/CCU Log. The brig/CCU log is the historical record of prisoner/awardee activities and other significant events. It shall be maintained in the control center and reviewed and countersigned by the Brig Duty Officer at the conclusion of each watch. A running count will be included in the log.

#### 403 COUNTS

A minimum of three prisoner/awardee counts shall be made daily (reveille, end of work day, and taps). More frequent counts may be required depending on prisoner/awardee population and the physical characteristics of the facility; however, the frequency of the counts should not unduly interfere with the normal work day activity. In addition to the scheduled counts, work supervisors and quarters supervisors shall be required to make irregular but frequent checks of all prisoners under their supervision. There must be periodic bed checks of all prisoners during the night; however, prisoners shall not be awakened for this purpose. Routine counts will be scheduled at times which will not interfere with work, training, sleep, or recreation schedules. The results and times of all scheduled counts shall be entered in the brig/CCU log.

CHAPTER V  
EMERGENCIES

501 EMERGENCY BILLS

1. Waterfront brigs/CCU's shall have
  - a. Fire Bill
  - b. Natural Disaster Bill
  - c. Escape Bill
  - d. Riot Control Bill
  - e. Hostage Bill
2. For a detailed discussion of these reference (a).
3. The Escape Bill shall include the awardees:

Upon unauthorized absence of an awardee should be immediately notified. An awardee the brig/CCU shall be placed on report Report of Disposition of Offense(s). additional duty should be terminated. custody or breach of correctional custody Article 134, of the UCMJ, Escape from Breach of Correctional Custody.



CHAPTER VI

CLASSIFICATION

601 CUSTODY CLASSIFICATION

1. The purpose of custody classification is to establish the degree of supervision needed for control of individual prisoners. Custody classifications provide guidance for supervision of prisoners and permit the establishment of security measures consistent with the requirements of the individual.

2. Among prisoners there are wide variations in personality and mentality. Where there is fair and impartial treatment, prisoners generally present no serious disciplinary problems. There are some prisoners, however, who are deliberately uncooperative. Some have personality difficulties which make them chronic sources of trouble, such as the highly aggressive person or those acutely depressed. Efforts must be made to identify all special cases, and institute control measures to ensure the safe and orderly administration of the waterfront brig/CCU.

3. Every prisoner shall be assigned one of the following custody classifications:

a. Maximum Custody. Prisoners requiring special custodial supervision because of the high probability of attempted escape, or because they are dangerous or violent. Ordinarily, only a very small percentage of prisoners should be classified as maximum custody.

(1) Supervision shall be immediate and continuous.

(2) A DD 509, Inspection Report of Prisoner in Segregation, should be posted by the cell door and appropriate entries made at least every 15 minutes. This is in addition to any watch tour system that may be available to the brig/CCU staff.

(3) They will not be assigned to work but shall be responsible for the cleanliness and upkeep of their cell and cell block area.

(4) They will be housed in a cell.

(5) They will be supervised by at least two staff members whenever outside the confines of their cell.

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(6) When they leave the brig/CCU, they shall be in handcuffs at all times. If approved by the commanding officer of the activity in which the brig/CCU is located, maximum custody prisoners may be placed in leg irons. Handcuffs will be removed in a court room if directed by the military judge. The requirements and limitations of Article 1102, Navy Regulations, (1990) shall be observed when using instruments of restraint.

(7) They will be fed in their cells.

(8) Any correctional programming authorized will be conducted in the cell block area.

(9) Maximum custody prisoners may have visitors as authorized by the brig officer. Visits will be conducted in a secure area of the brig/CCU.

(10) Religious counseling/services will be in the cell area.

b. Medium-In Custody. Prisoners who pose an escape risk but are neither dangerous nor violent. They are permitted greater freedom of movement within the brig but are not permitted to leave the brig except on official business (i.e., to attend court martial, emergency medical treatment, etc.)

(1) Supervision shall be immediate and continuous.

(2) They will be assigned work details inside the brig/CCU.

(3) They shall be housed in dormitories.

(4) They will be fed in the brig/CCU dining facility.

(5) Whenever leaving the brig/CCU each medium-in custody prisoner will be escorted by at least one qualified escort.

c. Medium-Out Custody. Prisoners who are a low risk to escape. They are not considered to be dangerous or violent, nor do they present a threat to the public.

(1) They may be assigned to work details outside the brig and supervision shall be immediate and continuous.

(2) They shall be housed in dormitories.

(3) They will be fed in the brig/CCU dining facility or provided boxed meals when working away from the brig.

(4) While outside the confines of the brig/CCU no more than ten medium-out custody prisoners shall be under the supervision of one qualified escort.

d. Minimum Custody. Prisoners who present minimum risk to escape. They are neither dangerous nor violent and present little or no threat to the public.

(1) Supervision may be occasional or periodic; a system of checks is usually sufficient.

(2) They are usually assigned work outside the brig/CCU; are escorted and transported by the brig staff to and from the work site; but, while working, they may be under the supervision of other than correctional staff.

(3) They will be housed in a dormitory.

(4) They will be fed in the brig/CCU dining facility; be provided boxed meals; or fed in an on-base facility when appropriate.

e. Installation Custody. A custody grade assigned to certain prisoners who require limited custodial supervision and are assigned to the correctional custody program.

(1) They will be housed in the CCU dormitory.

(2) They will participate in the correctional custody program.

4. Awardee Custody. Awardees are not assigned a custody classification since they are not confined. Physical restraint is imposed by the presence of a brig/CCU staff member.

#### 602 CLASSIFICATION CRITERIA

1. All new prisoners, except those specifically deemed to be serious management problems, should be assigned a medium-in custody classification during the reception phase. Detainees will not be assigned a medium-out or minimum custody classification. The degree of classification shall be as required by section 4202 of reference (a).

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603 CLASSIFICATION PROCEDURES

1. During the admission process all detainees and adjudged prisoners will be interviewed using the Custody Classification Worksheet. During normal working hours these interviews will be conducted by the operations officer; and after normal working hours, the interviews will be conducted by the brig duty officer. On completion of the custody classification worksheet, the operations officer or the brig duty officer will then complete the NAVPERS 1640/20, Initial Custody Classification Form. Both forms are on CORMIS (Custody Classification Module) and information will be entered directly into CORMIS. Based on the information collected, using the initial custody classification form and the staff's decision, a custody classification for all pretrial detainees and adjudged prisoners will be assigned. While in orientation, however, the only custody classifications which may be assigned are maximum or medium-in. If the initial custody classification form indicates a lesser classification, it will be overridden. The prisoner will be classified either maximum or medium-in until orientation is completed and the Classification and Assignment Board can act.

2. On completion of the orientation phase, all prisoners will be reclassified. A NAVPERS 1640/21, Custody Reclassification Form, also on CORMIS, will be filled out by the prisoner's counselor using all available records to verify the information. On completion of the Custody Reclassification Form, the form will be presented to the Classification and Assignment Board, who will evaluate the information to see if a classification change is required. The Classification and Assignment Board chairperson will indicate the Board's final decision and sign the Custody Reclassification Form and forward it the brig officer for action and then on to the administrative office for filing in the prisoner's record.

3. In addition to the Custody Reclassification Form being completed during the orientation phase, the prisoners shall be required to fill out a Personal History Questionnaire (Appendix A) which shall be forwarded to the counselor. After reviewing the personal history questionnaire and interviewing the prisoner, the counselor shall complete a NAVPERS 1640/13, Prisoner/Awardee Evaluation Report (Appendix B). The completed NAVPERS 1640/13 will be filed in the prisoner's record.

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4. The Classification and Assignment Board shall ensure that every prisoner's case is reviewed using the following schedule:

<u>Custody Level</u>	<u>Time Frame</u>
MAXIMUM	EVERY 07 DAYS
MEDIUM-IN	EVERY 14 DAYS
MEDIUM-OUT	EVERY 14 DAYS
MINIMUM	EVERY 07 DAYS
INSTALLATION CUSTODY	EVERY 07 DAYS

604 INSTALLATION CUSTODY

1. A prisoner will be required to meet the following selection criteria in order to be eligible for installation custody.

- a. A "return to duty" member.
- b. Highest recommendation of Classification Board.
- c. Has completed at least one half of the confinement adjudged.
- d. No more than 30 days from minimum release date.
- e. Not previously been removed from this custody grade for cause.
- f. No record of escape or attempted escape.

2. In addition to the selection criteria listed above, a prisoner will be required to do the following:

- a. Have a personal program plan listing the conditions of participation in the CCU program and the limitations of movement outside the facility.
- b. Plan is agreed to and signed by the installation custody member and the Brig Officer.
- c. Must sign DD 512, Installation Parolee/Minimum Custody Agreement and carry it at all times while outside the waterfront brig/CCU.

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d. Shall be berthed in the correctional custody unit and shall observe all the rules and regulations of the CCU program unless specified otherwise in this instruction.

3. Early Release. Installation custody members will earn good conduct time at the same rate as brig prisoners and can earn early release through this process. They are not eligible for early release as set forth for awardees; however, installation custody members are eligible to earn other CCU incentives.

4. Identification. Installation custody members shall wear DD 512, Installation Parolee/Minimum Custody Agreement in a clear plastic holder affixed to their left breast pocket when outside the brig/CCU. The DD 512 will be turned in and checked out from the correctional custody supervisor who will return the badges to the control center supervisor at the end of each day. Installation custody members shall not have their Armed Forces Identification Cards returned to them until they are released from confinement.

#### 605 ADULT INTERNAL MANAGEMENT SYSTEM (AIMS) CLASSIFICATION

1. The AIMS is the classification system designed to separate prisoners, detainees and awardees into homogeneous groups that allow proper assignments to housing, work and program participation.

2. All prisoners, detainees and awardees received at a waterfront brig/CCU shall be AIMS classified and, to the maximum extent possible, placed in the proper groups indicated for berthing, working party assignment and program placement.

3. The procedures listed below shall be followed in conducting AIMS classification:

a. The guidelines provided by CHNAVPERS (Pers-84) shall be used to conduct AIMS classification.

b. Initial AIMS classification shall take place during the orientation phase, and will be completed by the counselor and the dormitory supervisor.

c. When AIMS reclassification is determined to be necessary, it will be initiated and processed by the assigned counselor.

d. The initial classification and any reclassification will be forwarded to the brig officer for final approval.

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e. All documentation for AIMS classification will be filed in the prisoner's/awardee's file.

f. AIMS classification will have no effect on incentives available to or earned by awardees and prisoners.

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CHAPTER VIIDISCIPLINE701 PRISONER/AWARDEE DISCIPLINE

1. Discipline for prisoners/awardees shall be as provided by section 5101 of reference (a). Discipline, not harshness, is the heart of the correctional process. Since the vast majority of prisoners and all awardees assigned to the waterfront brig/CCU will be returning to duty upon completion of their sentence, nowhere is this concept more important than in the waterfront brig/CCU. Persons returning to duty can serve satisfactorily only if they are able to conduct themselves in a disciplined manner. Most prisoners and awardees in a waterfront brig/CCU are young and in trouble due to a lack of self-discipline.

2. Prisoners/awardees are expected to comply with all brig rules and regulations and will be made fully aware that any attempt to circumvent regulations will result in disciplinary action.

702 ADMINISTRATIVE DISCIPLINARY PROCEDURES

1. The brig officer, when a commissioned officer, may impose punishment on prisoners and awardees. Actions taken in connection with administrative disciplinary procedures do not preclude trial by court martial or nonjudicial punishment under Article 15, UCMJ for the same offense.

2. The rules of the waterfront brig/CCU must be enforced in a just and impartial manner. Rule violations must never be ignored or condoned. Minor violations should be dealt with on the spot by staff members.

3. Spot reports may be used to record episodes of unacceptable behavior; no inference should be drawn, however, that every minor incident must be put in writing. Normally, simply calling an individual aside and explaining why the behavior is unacceptable should suffice.

4. Disciplinary reports should be reserved for serious offenses or to interrupt a pattern of unacceptable behavior, such as a series of minor infractions in a short period of time. Excessive use of disciplinary reports reduces their effectiveness. The following procedures will be followed when a disciplinary report is submitted:



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a. The staff member submitting the report shall inform the prisoner/awardee of the nature of the charge or allegation of which the individual is accused at the time of the offense. The NAVPERS 1640/9, Disciplinary Report shall be used in reporting the offense(s). Contraband or other evidence substantiating the charge is to be submitted with the disciplinary report.

b. The disciplinary report will contain sufficient information to identify the offender; the nature of the offense; the date, time, and place of the offense; and the names of witnesses, if any.

c. The brig officer will appoint an impartial staff member (one who was not involved in the offense or the staff member who made the decision to charge) to conduct an informal investigation of the offense.

d. Prisoners or awardees who are on report may make a statement in their own behalf, after being warned in compliance with Article 31, UCMJ and RCM 305. The prisoner or awardee is entitled to have an attorney present, if requested.

e. Prisoners or awardees who are on report have a right to consult with counsel. However, consulting with counsel does not necessarily mean a face to face meeting with counsel. The consultation can be accomplished through a telephone call and should not entail unnecessarily long delay of required hearings.

f. Prisoners or awardees who are on report will have the above rights explained to them and will sign a statement that such rights have been explained and whether they desire to waive their rights and respond to questions.

g. Upon completion of the informal investigation, the disciplinary report will be forwarded to the Discipline and Adjustment Board Chairperson for a hearing. A hearing will be conducted no earlier than 24 hours after the prisoner or awardee has been notified of offenses with which charged, unless a prisoner or awardee waives this 24 hour period and requests an immediate hearing; any such request will be documented [for function and composition of Disciplinary and Adjustment Board see section 1201.b].

h. Prisoners/awardees shall appear in person at the hearing and shall be allowed to make statements in their own behalf, if they so desire.

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- i. Prisoners/awardees will be allowed to call witnesses in their behalf to present relevant testimony, unless a specific finding has been made by the chairperson of the Discipline and Adjustment Board that the calling of such witnesses would adversely affect security and/or good order in the brig. Prisoners/awardees do not have the right to cross-examine witnesses.
- j. Prisoners/awardees will be allowed to present documentary evidence in their defense.
- k. There is no prisoners/awardees right to have counsel present at the Discipline and Adjustment Board hearing.
- l. The Discipline and Adjustment Board hearing is not a criminal trial, it is an administrative proceeding. Its purpose is to determine whether an offense was committed and to recommend punishment, if appropriate. Such punishment is primarily corrective in nature, designed for minor misconduct in a nonjudicial forum. As such, the standard of proof by which facts must be established is by a "preponderance of evidence" rather than "beyond a reasonable doubt", as it is at a court martial.
- m. If the Discipline and Adjustment Board finds that the prisoner/awardee committed the offense charged, the Board will recommend appropriate punishment to be awarded. The recommended punishment will be agreed to by a majority of the members of the Discipline and Adjustment Board; no member will have more authority to recommend punishment than any other member, including the chairperson.
- n. The Disciplinary Report, with a written statement by the Chairperson of the Discipline and Adjustment Board that delineates the evidence relied upon and the reasons for the findings and recommended punishment, shall be forwarded to the brig officer, along with any other material considered pertinent to the offense and the prisoner/awardee waterfront brig/CCU file for review.
- o. The brig officer will either approve or disapprove the findings of the Disciplinary and Adjustment Board and approve or amend the punishment recommended by the Disciplinary and Adjustment Board. The decision of the brig officer as to the punishment to be awarded is final, subject to requirements of Section 703, below.
- p. The completed NAVPERS 1640/9, Disciplinary Report shall be filed in the prisoner/awardee file.

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703 AUTHORIZED ADMINISTRATIVE DISCIPLINARY MEASURES

1. The brig officer, when a commissioned officer, may impose one or more of the administrative disciplinary measures on prisoners or detainees due to misconduct:

a. Administrative reprimand or warning.

b. Loss of Privileges. The privileges subject to deprivation by disciplinary action are those established to encourage good conduct. However, attendance at religious services, receiving visitors, correspondence and smoking shall not be deprived unless the misconduct is directly related to these privileges and deprivation is necessary.

c. Extra Duty. Extra duty shall not conflict with regular meals, regular sleeping hours, attendance at scheduled religious services, or interviews with authorized persons (i.e., medical officer, chaplain, legal counsel, etc.) or with regular visiting hours. Extra duty shall be limited to 2 hours per day for a maximum of 14 consecutive days and shall consist of constructive and useful work. Extra duty shall not be served on Sundays and holidays, although these days count towards completion of the extra duty requirement imposed. The use of calisthenics and close order drill for extra duty, as a type of punishment for any infraction, is prohibited.

d. Forfeiture of Good Conduct Time (GCT). Any or all of the prisoners good conduct time earned up to and including the month in which of the offense occurred may be forfeited. For computation purposes, prisoners earn good conduct from the date confinement begins to run and each subsequent month's GCT earnings begin on that anniversary date. GCT forfeitures or loss are based on days actually earned, not on the calendar name of the month in which the offense occurs. GCT days not yet earned cannot be taken. Except for time forfeited for parole or probation violation, the brig officer when a commissioned officer, may subsequently restore good conduct time forfeited by any brig officer. Forfeitures resulting from an escape will not be restored. Suspension of good conduct time for a probationary period is authorized.

e. Disciplinary Segregation. Disciplinary segregation is the most stringent of the administrative disciplinary actions authorized and should be imposed only in serious cases. Medical certification is required prior to imposition of disciplinary segregation under Article 10101 of reference (a).

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(1) Disciplinary segregation shall be served in a single occupancy cell where the prisoner cannot communicate with unauthorized personnel and most privileges are denied. Prisoners serving disciplinary segregation should remain in their cells except for emergencies and except as specified below. They shall not be taken out to attend religious services. Observance of denominational requirements, if available, shall be provided in the cells, if appropriate. Prisoners in disciplinary segregation shall not participate in recreational activities.

(2) Prisoners in disciplinary segregation shall be permitted to receive mail, write letters and, at the discretion of the brig officer, to receive personal visitors. Official visits shall be permitted at the brig and shall normally be conducted in the cell.

(3) Meals will be served in the cell.

(4) A 1 hour exercise period should be granted daily, provided the prisoner's behavior is satisfactory.

(5) Shower privileges should also be granted daily if the prisoner's behavior is satisfactory.

(6) Under no circumstances will a prisoner in disciplinary segregation be precluded from corresponding or consulting with counsel.

(7) Disciplinary segregation should not be ordered for a fixed period of time and should be terminated when brig officer believes the prisoner has demonstrated that segregation has served its purpose. The duration of confinement in disciplinary segregation shall be determined by, and takes into account, any improvement in the prisoner's conduct and attitude.

(8) The brig officer, or other designated officer, and a member of the medical staff shall visit each prisoner in disciplinary segregation daily. On weekends and holidays this visit may be made by the brig duty officer or a staff member designated by the brig officer. All visits to prisoners in disciplinary segregation shall be recorded on the DD 509. Official visitors to prisoners in disciplinary segregation may recommend a change in status to the brig officer when they consider that disciplinary segregation has served its purpose. However, the brig officer will make the final determination as to when disciplinary segregation will be terminated.

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(9) A DD 509 will be maintained adjacent to each prisoner's cell in disciplinary segregation. Prisoners/detainees shall be sighted at least every 30 minutes by a staff member and more often when it is deemed necessary for the welfare of the prisoner/detainee (e.g., constant sighting is necessary for suicide risks, with 15 minute notations on the DD 509, etc.).

(10) Prisoners released from disciplinary segregation will normally be placed in medium-in custody status.

f. Special Diet. Special diet may be imposed in conjunction with disciplinary segregation. Special diet should only be imposed when it can be expected to have a positive effect and not as a routine adjunct to disciplinary segregation. Certification by a medical officer prior to imposing special diet is required to document that this additional discipline is not expected to adversely effect the prisoner's health. The mess supervisor will document the amount of calories for each meal and the documentation will be filed in the prisoner's file. If imposed, special diet will consist of three meals daily to include reduced and balanced portions of all items in the daily ration prepared and served to other prisoners, but not less than 2100 calories daily. All items of the regular daily ration will be included except sweets and desserts. Water will be the only drink provided. Normal standards of preparation and service of food will be maintained. Special diet may not exceed 15 consecutive days. Consecutive periods of special diet (15 days on, 1 day off, 15 days on, etc.) is not authorized for a single disciplinary hearing. Termination of disciplinary segregation automatically terminates special diet; however, termination of special diet does not automatically terminate disciplinary segregation.

2. The brig officer, when a commissioned officer, may impose one or more of the following disciplinary measures on an awardee for misconduct:

a. Nonpunitive reprimand or warning.

b. Loss of Privileges. The privileges subject to deprivation by disciplinary action are those established to encourage good conduct. However, attendance at religious services and receiving visitors or correspondence or smoking shall not be deprived unless the misconduct is directly related to those privileges and restriction is necessary.

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c. Extra Duty. Extra duty shall not conflict with regular meals, regular sleeping hours, attendance at scheduled religious services or interviews with authorized persons (i.e., medical officer, chaplain, legal counsel, etc.) or with regular visiting hours. Extra duty shall be limited to 2 hours per day for a maximum of 14 consecutive days and shall consist of constructive and useful work. Extra duty shall not be served on Sunday or holidays, although these days count towards completion of the requirement imposed. The use of calisthenics and close order drill for extra duty, or as a type of punishment for any infraction, is prohibited.

3. In waterfront brigs/CCU's that have a Master Chief Petty Officer in Charge (MCPPOIC) as the senior billet, or when the commanding officer/officer in charge is absent and no other officer is attached or assigned to the waterfront brig/CCU, the administrative disciplinary measures outlined above may only be imposed or terminated by the commanding officer of the station where the waterfront brig/CCU is located and will not be delegated. In such cases, the MCPPOIC or the senior civilian/enlisted person assigned to the brig will forward the NAVPERS 1640/9 along with recommendations to the commanding officer.

4. Regardless of the administrative disciplinary measures imposed according to the foregoing, prisoners and awardees may be recommended for punishment under Article 15 or by court-martial, when appropriate. If such action is taken, a NAVPERS 1626/7, Report and Disposition of Offense(s) shall be completed and in the case of prisoners forwarded to the commanding officer/officer in charge of the Transient Personnel Unit or the commanding officer of the station where the brig is located for action. In the case of awardees, the NAVPERS 1626/7 shall be forwarded for action to the awardee's parent commanding officer or the commanding officer of the station where the waterfront brig/CCU is located, as appropriate.

5. Extra military instruction may be imposed under the provisions outlined in the Manual of the Judge Advocate of the Navy.

6. The Discipline and Adjustment Board shall be chaired by the senior civilian assigned to the waterfront brig/CCU. A minimum of two additional brig staff shall comprise the remainder of this board, either enlisted or civilian, but they will not have been involved with the incident which resulted in the report being submitted in any manner.

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704 PERSONAL APPEARANCE

1. Prisoners and awardees shall be clean, neat and well-groomed at all times.
2. Prisoners and awardees shall wear their service uniforms in the manner prescribed.
3. Prisoners and awardees shall wear their hair following the current grooming standards of the prisoner's service.

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CHAPTER VIIIPROGRAMS801 GOALS OF THE WATERFRONT BRIG/CCU PROGRAM

The majority of prisoners and all of the awardees who serve their sentence at a waterfront brig/CCU will be returned to duty upon completion of confinement or the correctional custody program. The aim of the program is to return these service members to offense-free duty so that they may become productive sailors. At the heart of this endeavor, are the correctional programs provided during incarceration or assignment to the correctional custody unit. The goal of these programs is to instill self-discipline, pride and motivation in the individual returning to duty. Whether or not the prisoner or awardee accepts the program is an individual decision, but the staff must provide the atmosphere and role modeling that will foster success. Each waterfront brig/CCU staff member is involved in the daily application of these programs, since only if the prisoner/awardee respects and tries to emulate the staff member will the program succeed. To the maximum extent possible, the same prisoners or awardees will be assigned to the same staff members each day. The staff members will spend most of the working day supervising their assigned personnel so that the prisoners/awardees may have the opportunity to learn discipline, leadership, and responsibility by emulating the outstanding staff members.

802 PROGRAMS TO BE PROVIDED PRISONERS RETURNING TO DUTY, AND AWARDEES

At a minimum, the following programs will be provided to all awardees and prisoners returning to duty (in this section the term prisoner includes detainees):

a. Reception. Each waterfront brig/CCU will establish formal prisoner/awardee (conducted separately) reception programs. Prisoners and awardees are most impressionable when first entering the facility and are apt to be emotionally upset and worried. The attitude they adopt depends largely on the attitude of the staff. Feelings of hostility, resentment and fear can be replaced by respect for authority, if authority is administered in a fair, firm and impartial manner. It is essential at this time to provide the prisoner or awardee with factual information about their status. The process also includes taking immediate action on a new prisoner or awardee's problems (real or imagined) identified through completion of the NAVPERS 1640/19, Initial Contact Sheet and then taking action upon problem areas identified. During reception, new prisoners



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and awardees shall be quartered apart from the general population to the extent possible. The prisoner reception phase shall last no longer than 72 hours and the awardee reception phase shall last no longer than 24 hours. Prisoner, but not awardee, reception phase may be adjusted to account for Saturday, Sunday and holiday periods. The reception phase includes:

(1) Admission processing.

(2) Assignment of initial custody classification (normally medium-in).

(3) Interviews by key staff members. At a minimum the counselor, the funds and valuables supervisor, the health and comfort supervisor, the operations officer, the executive officer or assistant officer in charge/programs and the commanding officer/officer in charge shall interview the new prisoner and awardee during the reception phase.

(4) Formal lectures conducted by the training supervisor, or others when specifically designated or scheduled, include but are not limited to the following:

- (a) Purpose of the waterfront brig/CCU program
- (b) Chain of command/organization
- (c) Work and training opportunities
- (d) Military courtesies and conduct
- (e) Contraband
- (f) Escape and attempted escape
- (g) Interviews and requests
- (h) Explanation of sentences and transfer criteria
- (i) Red Cross assistance
- (j) Emergency leave and telephone calls
- (k) Mail and visiting
- (l) Clemency procedures
- (m) Daily routine
- (n) Fire and disaster bills

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- (o) Educational opportunities
- (p) Religious program and worship services
- (q) Health and comfort items
- (r) Function of various boards
- (s) Medical and dental services
- (t) Rules and regulations
- (u) Restoration, pre-release motivation and general military training programs
- (v) Privileges
- (w) AIDS and CPR training

(5) Testing. The AIMS testing (See Section 605), the Responsible Sailor Scale, (Appendix L) (Form 809-F1) and the Michigan Alcohol Screening Test (MAST) will be administered to all detainees and prisoners. General Equivalency Diploma (GED) testing will be done where resources are available. Psychological testing, if needed by the prisoner or detainee, is to be conducted by the local medical command.

b. Individual Counseling. Each prisoner/awardee shall be assigned a counselor during reception. The counselor assigned shall conduct the initial interview of the prisoner/awardee during the first 24 hours after the prisoner or awardee is assigned. This period may be extended to take into account Saturday, Sunday and Holiday periods. However, if the first 24 hours falls during such periods, the brig duty officer will conduct an abbreviated interview with the prisoner or awardee to ascertain basic well-being, mental status and to provide information and to answer questions. After the initial interview, each prisoner and awardee shall be interviewed by the counselor in a one-on-one session that should last approximately 30 minutes, longer if needed. These sessions are meant to be formal, sit-down discussions in which the theories of reality therapy are utilized; merely asking a prisoner if he has any problems does not suffice. Each person confined in the brig or assigned to the correctional custody unit has problems or they wouldn't be there; the behavior that resulted in confinement or assignment to a CCU is that which needs to be corrected and which must be addressed during individual counseling sessions. It is noted, however, that counseling of detainees will be geared to assistance with adapting to brig life and to developing insights

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and coping skills beneficial to anyone. Counseling of detainees will not be geared to issues of guilt or innocence; those are between detainees and their defense counsel. An integral part of reality therapy is goal setting. Accordingly, during the first follow-up individual counseling session, the counselor will inform the prisoner or awardee of his or her need to establish short, intermediate and long range goals. The prisoner and awardee will provide these goals, in writing, to the counselor during the next follow-up individual counseling session and progress towards attaining these goals will be monitored and discussed. The counselor will ensure goals are realistic. As short or intermediate range goals are attained, new ones will be established.

c. Group counseling. Group counseling is an extremely helpful tool in shaping attitudes, and in correcting recalcitrant behavior both in and out of confinement or correctional custody. Group counseling's most significant attribute is the interaction with peers. Correctional counselors have received training in the application of group counseling dynamics, and each prisoner/awardee returning to duty will be provided group counseling. Each counselor shall establish groups from his or her case load and shall conduct at least weekly group counseling sessions. The optimum number of participants in a group is 8-12 persons and each session should last approximately 45-60 minutes. Counselors shall run as many groups as necessary to ensure each prisoner/awardee is included in a group, but prisoners and awardees will not be included in the same group. In rare instances, a prisoner or awardee may be totally unsuitable or so disruptive in group counseling that it may become necessary to remove the individual from the group. In these instances, the counselor shall refer the problem to the Classification and Assignment Board to determine if removal from the group counseling program is warranted. After considering the Board's recommendation and the AIMS classification of the offender, the brig officer will make the final determination if removal is recommended. Counselors shall utilize the "Crossroads" system in conducting group counseling.

d. General Military Training (GMT). The GMT program as outlined in official Navy directives and provided on board the command at which the waterfront brig/CCU is located shall be provided to all prisoners and awardees returning to duty upon completion of confinement. The training supervisor is responsible for scheduling classes and in obtaining qualified and appropriate instructors. The general military training program will be provided at the waterfront brig/CCU; awardees may also attend command GMT programs as necessary and practical.

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e. Work.

(1) All post-trial prisoners and pretrial detainees shall be employed in a work schedule that is at least as arduous as the average sailor at sea. Saturdays are considered to be full work days. However, pretrial detainees will be permitted visitation on Saturdays, this is one of the means of distinguishing treatment of pretrial detainees from that of post-trial prisoners. Pretrial detainees not having visitors during visiting hours on Saturdays shall be permitted personal time. Prisoners and detainees are not to be employed on the same work detail at the same time. The CCU work day includes motivational and general military training programs, as well as an extensive physical training program and military drill regimen, and shall be adjusted accordingly.

(2) When working outside the security perimeter of the brig, post-trial prisoners will wear the orange arm-band with the word "BRIG" stencilled in black on their left arm. Pretrial detainees shall not wear the arm-band.

f. Military Drill. All post-trial prisoners returning to duty upon completion of confinement and awardees shall engage in military drill at least weekly.

g. Physical Training. All personnel confined or assigned to a correctional custody unit shall perform daily (including Saturdays and Sundays) physical training following the program contained in OPNAVINST 6110.1D. A waterfront brig/CCU staff member shall lead physical training; leading means actual performance of each evolution of the physical training program, and not mere counting of repetitions. The physical training program is the same for prisoners and awardees, however, it shall be conducted separately. Prisoners and awardees shall not be commingled. It must be recognized that newly arrived prisoners and awardees may not be capable of completing the entire physical training program on the first day. Sufficient time should be allowed for the individual to work up to completing the program, however, malingering should not be condoned or tolerated. Each offender must be viewed within the context of medical condition, length of time on unauthorized absence, etc.

h. Motivational Training. Every prisoner and awardee confined or assigned to the waterfront brig/CCU shall attend the motivation training program as outlined in Appendix C. The program is designed to be continuous, so an individual can enter at any point in the program and if he or she is attached to the

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waterfront brig/CCU for a sufficient period of time, the prisoner or awardee will complete the program. While the program is the same for prisoners and awardees, it will be provided separately. Awardees and prisoners shall not be commingled. If confined long enough, a prisoner shall be required to attend the motivation training program for a maximum of two cycles.

i. Restoration Program. Every prisoner returning to duty upon completion of confinement and all awardees shall attend the restoration program outlined in Appendix D. This program shall be provided during the last 2 weeks a prisoner is confined and during the last week of an awardee's program. Although the program is the same for prisoners and awardees, it shall be conducted separately. Prisoners and awardees shall not be commingled.

j. Navy Alcohol and Drug Safety Action Program (NADSAP)/Substance Abuse Training. All prisoners, detainees and awardees shall attend the NADSAP/Substance Abuse Training Program. It is the responsibility of the training supervisor to schedule training and obtain qualified instructors. Prisoners and awardees shall not be commingled for such training. Such training shall be provided at the waterfront brig/CCU, although awardees may attend training at NADSAP/Substance Abuse Training classrooms outside the brig/CCU.

k. Rate Training Study. Prisoners returning to duty upon completion of confinement and awardees shall continue/complete rate training during confinement or assignment to a correctional custody program. At a minimum, they shall complete the Basic Military Requirements Correspondence Course and PO3&2 Correspondence Course for their rating or, if non-designated personnel, a rating of their choice. Persons who have previously completed these courses will be required to redo them. The refresher is viewed as beneficial.

l. Survival Skills. To the extent possible, the training supervisor will provide training in financial management, credit decision-making, reading skills, basic mathematics skills, etc. for personnel who could benefit from such training. The Classification and Assignment Board should designate which prisoners or awardees should attend such classes, if available.

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803 PROGRAMS TO BE PROVIDED FOR PRISONERS BEING DISCHARGED UPON COMPLETION OF CONFINEMENT

At a minimum, the following programs will be provided for all prisoners scheduled to be discharged from the service upon completion of confinement:

- a. Reception. Same as above.
- b. Individual Counseling. Same as above.
- c. Group Counseling. If a sufficient number of prisoners (three or more) are confined who are being discharged from the service upon completion of confinement, they shall be assigned to group counseling. The subjects for the group counseling will be tailored toward persons returning to civilian life and counselors will use the "Crossroads Program" as a tool in group counseling. If fewer than three persons being discharged are confined in the brig, a dischargée may be integrated into a group comprised of return to duty prisoners provided it is anticipated the individual could benefit from the group counseling and would not be disruptive. The Classification and Assignment Board will recommend whether or not a dischargée should be incorporated into a group comprised of return to duty prisoners and the brig officer will have the final decision.
- d. Work. Same as above.
- e. Physical Training. Same as above.
- f. Motivational Training. Same as above.
- g. Pre-Release Program. All prisoners scheduled to be discharged from the service upon completion of confinement will complete the Pre-Release Program as outlined in Appendix E. The Pre-Release Program should be conducted during the 2 weeks prior to the prisoner's scheduled release from confinement.
- h. Prisoners being discharged from the service upon completion of confinement will not be required to complete GMT classes, Rate Training, Military Drill or to attend the Restoration Program. This includes prisoners who have been clearly determined/approved for administrative separation.
- i. If available, prisoners being discharged from the service upon completion of confinement may participate in Survival Skills training provided they are recommended by the Classification and Assignment Board and approved by the brig officer.

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#### 804 PROGRAMS FROM OUTSIDE SOURCES

It is incumbent upon the waterfront brig/CCU training supervisor to be aware of any and all community assets that could provide a beneficial program at the facility. Such programs as Alcoholics Anonymous, Narcotics Anonymous, Bible Study groups, etc. are extremely beneficial and should be encouraged to provide service at the waterfront brig/CCU. The brig officer, with the recommendation of the chaplain in the case of religious programs, must approve any outside programs before they are formally introduced.

#### 805 DOCUMENTATION

It is Navy policy that correctional programming is provided to all service members confined in a Navy brig or assigned to a correctional custody unit. It is essential that documentation to support this be maintained and that such documentation be verifiable by audit and inspection. The following documentation concerning programs will be established at all waterfront brigs/CCU's.

a. For formal classes/lectures, including those conducted during reception phase, motivational training, restoration and pre-release programs, a roster of attendees will be maintained. The roster will include:

- (1) The subject matter of the class/lecture.
- (2) The date and time the class/lecture commenced.
- (3) The location of the class/lecture.
- (4) The name of the instructor, and the signature of the instructor conducting the class/lecture.
- (5) The names and signatures of all attendees.
- (6) Notation of video/audio or other materials presented.
- (7) The date and time the class/lecture adjourned.
- (8) Brief evaluation of group/class response or progress.

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b. For individual counseling sessions. At the conclusion of the initial counseling session, the correctional counselor shall complete the DD 1476, Prisoner Admission Summary Data for prisoners and detainees. The NAVPERS 1640/13, Prisoner/Awardee Evaluation Report shall be completed for awardees. Upon conclusion of each follow-up individual counseling session, the correctional counselor will record his or her impression of the session, subject matter, and progress made on DD 1478, Prisoner's Summary Continuation Sheet for prisoners/detainees, and on a blank continuation page for awardees. The counselor shall record the time the session commenced and terminated on these forms.

c. For group counseling sessions. The group counseling session leader (correctional counselor) shall maintain a roster of group counseling sessions that includes the following:

- (1) Title of subject discussed
- (2) Date and time group session began
- (3) Location of group counseling session
- (4) Name and signature of group leader
- (5) Names and signatures of all group participants
- (6) Date and time group session completed

Additionally, upon completion of each group counseling session the leader will provide a written evaluation of the group session to include observations on participation of each member and comments on progress or lack of same being made by individual group members.

#### 806 INCENTIVES

A system of incentives may be provided to encourage positive behavior. Incentives should recognize both group and individual attainment. Awarding of incentives for prisoners/awardees should be accomplished in a stringent and selective manner. Incentives will not be tied to custody classification, but will reflect on-going and continuous success or achievement by an individual or a group. Incentives may include privileges above the required minimum and will be hard to earn and easy to lose. The ultimate goal is to build self-discipline and to motivate the individual to improve while functioning as a member of a unit.



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### 807 RECREATION

Both prisoners and awardees shall have access to physical and non-physical recreational activities. A basic recreation program will be provided. Extra recreational activity may be a part of the incentives program. Recreational activities may include, but are not limited to, the following:

a. Organized athletics, i.e., baseball, softball, basketball, volleyball, swimming, etc. Contact sports are authorized but must be properly supervised.

b. Access to television and radio. Television viewing of a nightly national news program is mandatory for all prisoners and awardees, except those in disciplinary segregation. Very limited recreational television on a weekend may be part of an incentive program, e.g., 2-3 hours or special events.

c. Recreational library usage

d. Weight lifting equipment

e. Movies (may be part of an incentive program).

### 808 EVALUATION OF CORRECTIONAL PROGRAMS OFFERED AT THE WATERFRONT BRIG/CCU

During annual inspections, the inspecting official shall review correctional programs offered at the waterfront brig/CCU to ensure conformance with this instruction. As required by Article 6103 of reference (a), CHNAVPERS (Pers-84) will conduct an on-site review of these programs every 3 years and assign a program adequacy classification as follows:

a. Class 1. All required programs are provided and additional programs are available.

b. Class 2. All required programs are provided.

c. Class 3. Required programs are not in effect. Corrective action is required.

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If a Class 3 classification is assigned, a firm understanding of corrective action to be taken must be established prior to departure of the inspecting official.

809 SCHEDULES. Most specialized programs will occur during prisoner/awardee non-working hours. The hours of counselors and program staff shall coincide with this schedule. Appendices F through K provide daily and holiday schedules for brigs and Appendices N through Q for Correctional Custody Units.

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CHAPTER IXCONFINEMENT AND RECEIPTS901 CONFINEMENT AND RECEIPT OF PERSONNEL AT WATERFRONT  
BRIGS/CCUS

Under Navy corrections policy, the following categories of persons will be confined at the brig or assigned to the correctional custody unit at a waterfront brig/CCU:

a. Service members requiring pretrial confinement. Pretrial confinement may be imposed before trial following the Manual for Courts-Martial, 1984 and Article 7102.2a of reference (a).

b. Post-trial prisoners who have been awarded a sentence that includes confinement time. Post-trial prisoners in the San Diego, CA and Charleston, SC areas, who were not in pretrial confinement at the time of court-martial and who receive a sentence that includes a punitive discharge shall have the consolidated brig in that area designated as the place of confinement, as appropriate.

c. Service members awarded bread and water or diminished rations as nonjudicial punishment.

d. Service members awarded the nonjudicial punishment of Correctional Custody (only in brig with a CCU).

902 CATEGORIES OF SERVICE MEMBERS CONFINED/ASSIGNED TO  
WATERFRONT BRIGS/CCUS1. Legal status categories

a. Detainees. A detainee is a person subject to the UCMJ who has been legally ordered into pretrial confinement and is awaiting trial or rehearing. This includes persons who are pending the vacation of a suspended sentence which includes confinement. Detained persons in the waterfront brig/CCU shall be referred to as detainees. As referred to in this manual the word "prisoner" includes detainees unless otherwise specified. There must be a clear distinction between the way pretrial detainees and post-trial prisoners are treated during confinement. To that end the following procedures shall be observed in processing pretrial detainees while in confinement:

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(1) Pretrial detainees shall not be employed on the same work detail at the same time as post-trial prisoners.

(2) To the extent possible pretrial detainees will be berthed separately from post-trial prisoners.

(3) Pretrial detainees may be permitted to have personal visitors on Saturdays and Sundays. Post-trial prisoners will have personal visitors only on Sundays.

b. Prisoners. Persons tried by a court-martial and ordered into confinement are prisoners whether or not the sentence has been ordered into execution.

c. Bread and Water or Diminished Rations Prisoners. These punishments may be imposed only upon enlisted personnel in pay grades E-3 and below who are attached to a vessel. The punishment of bread and water or diminished rations may not be imposed for more than 3 consecutive days.

d. Awardee. Persons awarded the nonjudicial punishment of correctional custody. Correctional custody may be imposed for periods up to 30 days. Persons serving the punishment of correctional custody do not earn good conduct time; however, the brig officer may recommend to the member's commanding officer that he or she award up to 5 days off the member's sentence for outstanding achievement and performance. Correctional custody will only be served in spaces specifically designated as the correctional custody unit. Awardees may not be housed in spaces designated for the brig. To the maximum extent possible, awardees and prisoners will not be commingled.

## 2. Special Categories

a. Officer Prisoners. Officers shall not be confined in close company with enlisted personnel. If confinement is deemed necessary, officers must be berthed and administered separately from enlisted personnel, but will receive equal access to privileges, behavior permitting.

b. Female Prisoners. Females will be confined in spaces specifically designated for females. Female confinement spaces will be visually separate from male confinement spaces.

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c. Civilians. Confinement of civilians will be in conformance with section 7103.2.f and 7105 of reference (a).

d. Confinement under Status Of Forces Agreements (SOFA). U.S. military personnel confined under SOFA will be in conformance with section 7103.f of reference (a).

e. Foreign Military Personnel. Confinement of foreign military personnel will be as provided by section 7103.g of reference (a).

903 DOCUMENTS REQUIRED UPON CONFINEMENT/RECEIPT OF PERSONNEL AT A WATERFRONT BRIG/CCU

1. For Pretrial Confinement

a. Confinement Order. A properly completed NAVPERS 1640/4, Confinement Order with details of offense(s) and medical certification of fitness for confinement, must accompany the detainee to the brig at the time of confinement, except in an emergency. Details on proper completion of the confinement order may be found in Article 8109 of reference (a).

b. Health Record (if available).

c. Dental Record (if available).

d. Pay Record (if available).

e. Service Record (if available). Commands should copy any portions of the service record required by the parent command for any reason.

2. For Post-Trial Personnel

a. Confinement Order. A properly completed NAVPERS 1640/4, with details of offense(s) and medical certification of fitness for confinement, must accompany the post-trial prisoner to the brig at the time of confinement. Details on proper completion of the confinement order may be found in Article 8109 of reference (a).

b. Results of Trial. The Trial Counsel of a Special or General Court-Martial will prepare and sign the Results of Trial and furnish the brig with a copy at the time of confinement or upon completion of the court-martial for those prisoners who were in pretrial confinement status at the time of the court martial.

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- c. Health Record
- d. Dental Record
- e. Pay Record
- f. Service Record

3. For Other Service Personnel. See Article 7201 and 7204 of reference (a).

4. For Bread and Water Prisoners or Diminished Rations Prisoners

a. Confinement Order. A properly completed NAVPERS 1640/4, Confinement Order with details of the offense(s) and medical certification of fitness for confinement must accompany the prisoner to the brig at the time of confinement. In addition, the medical certification on the confinement order must contain the following statement:

"I certify from an examination of \_\_\_\_\_, and of the place where he/she is to be confined, I am of the opinion that the execution of the foregoing sentence to confinement on (bread and water)(diminished rations) will not produce serious injury to his/her health."

This medical certification as well as the fitness for confinement physical must be signed and conducted by a medical officer only.

b. Health Record

c. If the punishment of bread and water or diminished rations awarded at nonjudicial punishment (NJP) has been deferred, a letter of deferral must accompany the prisoner on confinement. In the absence of a letter of deferral, the punishment begins to run from the date of the NJP.

d. If the punishment of bread and water or diminished rations is awarded at a court-martial in conjunction with confinement time, the punishment of bread and water or diminished rations cannot be imposed until the convening authority has approved the sentence. As a matter of policy, bread and water or diminished rations awarded in these instances will be served upon completion of confinement time provided the convening authority has taken action at that time. If the convening authority has not taken action upon completion of confinement time the individual will be released from confinement. This individual

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may later be reconfined after the convening authority has taken action to complete the punishment of bread and water or diminished rations.

5. For Awardees

a. Temporary Additional Duty (TEMADD) Orders. The date and time of arrival of the individual at the waterfront brig/CCU shall be annotated on the TEMADD orders. An annotated copy of the TEMADD orders will become a permanent part of the awardee file maintained at the waterfront brig/CCU.

b. A copy of the NAVPERS 1626/7, Report of Disposition of Offense(s). This shall become a permanent part of the awardee file maintained at the waterfront brig/CCU.

c. SF 600, Chronological Record of Medical Care which contains a certification by a medical officer that the individual is fit to serve the punishment of correctional custody. A copy of the SF 600 with the medical certification recorded will become a permanent part of the awardee file maintained at the waterfront brig/CCU.

d. Health Record

e. Dental Record

f. Service Record

g. If the sentence to correctional custody has been deferred for a period of time, a copy of the letter of deferral must be provided to the waterfront brig/CCU. In the absence of a letter of deferral, the sentence will begin to run on the date of Captain's Mast.

904 MEDICAL EXAMINATION

1. Prior to acceptance of persons for confinement or correctional custody, they shall be examined by a medical officer, nurse practitioner, or physician's assistant to determine fitness for confinement or to serve the punishment of correctional custody. The member's medical record, when available, shall be provided to the examining medical personnel at the time of the pre-confinement or correctional custody medical examination. After hours, hospital corpsman may perform screening physical examinations for brig confinement/correctional custody if they have been authorized in writing by the brig medical officer. In this case, the official confinement physical

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examination will be performed by the privileged medical officer, nurse practitioner or physician's assistant within 24 hours or the next working day.

2. In the case of bread and water/diminished rations prisoners, the pre-confinement physical must be done by a medical officer.

3. In the case of female prisoners, a pregnancy test must be administered prior to confinement.

4. Recertification. Recertification for fitness for confinement is not required except for cause. Any interruption of confinement or correctional custody for periods over 24 hours will necessitate a new physical examination.

905 LOGISTICAL SUPPORT BY THE CONFINING COMMAND

1. Uniforms shall accompany detainees, prisoners and awardees to the waterfront brig/CCU and will be provided per Articles 8306 and 8213 of reference (a).

2. Health and Comfort supplies sufficient for 1 month will accompany the detainee, prisoner or awardee to the waterfront brig/CCU and will be provided by the command ordering confinement or assignment to the correctional custody program.



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CHAPTER XRELEASES1001 PERMANENT RELEASE FROM CONFINEMENT OR CORRECTIONAL CUSTODY FROM A WATERFRONT BRIG/CCU

1. Pretrial Detainees. Under the Manual for Courts-Martial (MCM), 1984, RCM 305(g) the following may direct release from pretrial confinement: Any commander of a prisoner or the Initial Reviewing Officer or the military judge detailed to the court martial to which the charges against the accused have been referred. For this purpose, "any commander" includes the immediate or higher commander of the prisoner and the commander of the installation on which the confinement facility is located.

a. When any of the officials noted above orders an individual released from pretrial confinement they shall notify the brig officer in writing. The brig officer or his or her designee shall prepare and sign the DD 367, Release Order. The original copy of the Release Order and the written notification of order of release from pretrial confinement shall become a permanent part of the detainee's brig file.

b. Under provisions of the Manual for Courts-Martial, 1984, RCM 305(1), no person whose release from pretrial confinement has been directed by a person authorized in paragraph 1, may be reconfined before completion of trial except upon the discovery, after the order of release, of evidence or of misconduct which, either alone or in conjunction with all other available evidence, justifies confinement.

2. Post-trial Prisoners. The brig officer effects an individual's release from post-trial confinement. Permanent release from confinement will be effected through use of the DD 367, Prisoners Release Order, signed by the brig officer or authorized designee, when such designees are authorized in writing. The brig officer shall authorize permanent release upon expiration of the term of confinement, adjusted to reflect clemency or other action, and further reduced by good conduct time, pretrial confinement credits, or administrative credits, as appropriate. The original copy of the DD 367, Prisoners Release Order shall become a permanent part of the prisoner file.

a. Release Date. The release date is the date confinement is completed. It is arrived at by reducing the full term of all sentences to confinement by proper credits and adjustments as

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described in Chapter 9 of reference (a). Permanent release of post-trial prisoners upon completion of sentence will be effected on the actual date of completion of sentence and shall be accomplished between 0800 and 1600 except for bread and water/diminished rations or under unusual circumstances which must be justified in writing.

3. Bread and Water or Diminished Rations Prisoners. An individual serving a sentence to bread and water or diminished rations shall serve the entire sentence imposed unless it is remitted or suspended. Individuals shall be released to a parent command representative on the final day of the sentence at any time prior to 2400. Release shall be effected through use of a DD 367, Prisoners Release Order signed by the brig officer or his authorized designee.

4. Awardees. Awardees shall be released from the correctional custody unit upon expiration of the term of correctional custody, unless a portion of the term has been suspended or remitted by the officer who imposed the punishment. Persons awarded the punishment of correctional custody do not earn good conduct time; however, the brig officer may recommend to the member's commanding officer that the member be awarded up to 5 days off the sentence for outstanding achievement and performance. Release is effected by an endorsement to the awardees TEMADD orders indicating the date and time of release. A copy of the TEMADD orders with required endorsement shall become a permanent part of the awardee file. Awardees shall only be released to a member of their parent command, unless that command has made other arrangements that have been coordinated with the waterfront brig/CCU prior to release. The counselor assigned to the case shall coordinate with the parent command to ensure they are aware of the date and time when the awardee will be released. The counselor shall make the correctional custody officer aware of any potential problems to assist in resolution.

a. Awardees whose parent command is an afloat unit that is departing the area for other than local operations shall be released from correctional custody and returned to their parent command prior to its departure from the area. Commands may make arrangements to have the individual complete his or her full sentence to correctional custody at the waterfront brig/CCU; however, to accomplish this they must provide TEMADD orders and accounting data and coordinate transportation with the servicing Personnel Support Detachment/Transient Personnel Unit prior to their departure.

b. Awardees whose behavior during assignment to the correctional custody unit becomes disruptive and who, in the opinion of the waterfront brig/CCU staff, have no potential for

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future satisfactory military service may be recommended for early termination of the program. Such a recommendation will be made to the officer who imposed the punishment of correctional custody, and it will be that officer who makes the final decision as to whether or not correctional custody will be terminated. Any individual whose term of correctional custody is terminated under these circumstances shall be returned to his or her parent command in a disciplinary status and a NAVPERS 1626/7, Report and Disposition of Offense(s) shall be forwarded to the parent command on release.

#### 1002 TEMPORARY RELEASE FROM A WATERFRONT BRIG/CCU

1. Pretrial Detainees. Pretrial detainees will be temporarily released from the brig to attend legal proceedings, visit counsel, medical, etc., where such visits cannot feasibly be conducted at the brig. Temporary release shall be effected through use of the DD 629, Receipt for Prisoner or Detained Person. Escort requirements in order to meet above appointments are the responsibility of the command ordering the person into confinement.

a. Maximum custody pretrial detainees who require hospitalization will be temporarily released from the brig through use of DD 629, Receipt for Prisoner or Detained Person. Hospital personnel shall receipt for the pretrial detainee; however, either a waterfront brig/CCU staff member or a member of the detainee's parent command who has received training from the waterfront brig/CCU and who is escort qualified shall provide a 24 hour watch for the detainee during hospitalization. As soon as the detainee no longer requires hospitalization, he or she shall be returned to the brig. These procedures coincide with policy contained in NAVMEDCOMINST 6320.11 (NOTAL).

b. Detainees requiring hospitalization who are classified as medium-out/medium-in or minimum custody classification by the brig officer shall temporarily removed from the brig through the use of DD 629, Receipt for Prisoner or Detained Person. The detainee's parent command shall receipt for the detainee. The detainee's parent command shall provide an individual who has received training from a waterfront brig and who is escort qualified to conduct a 24-hour watch over the detainee for the period during which the detainee is not in the brig. As soon as the detainee no longer requires hospitalization, he or she shall be returned to the brig. Alternatively, the detainee may be released from confinement by the detainee's parent command under RCM 305(g). Once released by that authority however, the provisions of Article 1001.1.b apply. Commands unable to provide escorts and not desiring to release a detainee from confinement should consult local legal resources.

c. The decision on whether or not a pretrial detainee will be released from confinement to go on emergency leave rests with the officer who ordered pretrial confinement. If that officer decides to grant emergency leave, it is preferred that the individual be released from confinement. However, in unusual circumstances, the detainee may be temporarily released from the brig using DD 629, Receipt for Prisoner or Detained Person and receipted for by a member of the command that initially confined the detainee. Escorts must be furnished by the parent command.

2. Post-trial Prisoners. Post-trial prisoners may be temporarily released from the brig to go on work details, visit legal, medical, chaplain, etc., when such appointments cannot feasibly be conducted at the brig. Temporary release will be effected through use of DD 629. Except for work details, escorts will be provided by the prisoner's parent command, the Transient Personnel Unit to which the prisoner is attached or in the absence of a Transient Personnel Unit, the master at arms force of the station where the waterfront brig/CCU is located. Prisoner work details outside the confines of the brig shall normally be escorted by a brig escort or by the quarters supervisor of the dorm to which the prisoner is assigned. In unusual circumstances, where there are insufficient waterfront brig staff to supervise all work evolutions, a trained escort from the activity requesting a work detail may be used to supervise the work detail. When this occurs, the waterfront brig/CCU work supervisor shall make frequent visits to the work site (at least once in the morning and once in the afternoon) to observe procedures.

a. Post-trial prisoners classified as medium-in/medium-out or minimum custody requiring hospitalization shall be delivered to hospital security staff for admission. The hospital will be responsible for maintaining security and control of the prisoner under procedures outlined in NAVMEDCOMINST 6320.11 (NOTAL). Temporary release shall be effected through use of DD 629. The DD 629, prepared by the waterfront brig/CCU, shall indicate the prisoner's custody classification, offense, expected normal release date and whether the prisoner is considered to be a threat to himself/herself or others. The brig will provide any additional information that will assist the hospital in providing treatment and supervision. As soon as prisoners no longer require hospitalization, they shall be returned to the brig for completion of confinement. Prisoners shall not be placed in a medical holding company or on convalescent leave. Prisoners who remain hospitalized upon completion of confinement shall be transferred "TEMPORARY DUTY FOR TREATMENT" to the hospital on the scheduled release date. The brig officer will prepare a DD 367, Prisoners Release Order to effect permanent release from confinement in such cases.

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b. Post-trial prisoners classified as maximum custody requiring hospitalization shall be temporarily released from confinement through use of DD 629. Hospital security personnel shall receipt for the prisoner on admission. However, the brig will establish a 24-hour watch on all maximum custody prisoners during hospitalization. Either a waterfront brig/CCU staff member or a trained escort from the prisoner's parent command may be assigned duties to supervise a prisoner during hospitalization. As soon as a prisoner no longer requires hospitalization, he or she shall be returned to the waterfront brig/CCU for continued confinement. Prisoners shall not be placed in medical holding companies or on convalescent leave. Prisoners who remain hospitalized upon completion of confinement shall be transferred "TEMPORARY DUTY FOR TREATMENT" to the hospital on the scheduled release date. The brig officer will prepare a DD 367 to effect permanent release from confinement. On permanent release from confinement, the need to provide a 24-hour watch on the prisoner ceases.

c. Emergency Leave. The decision on whether or not to grant emergency leave to a post-trial prisoner rests with the brig officer. If the brig officer determines that emergency leave will be granted, a determination as to whether or not the prisoner is to be escorted during the emergency leave must be made. If the prisoner is to be escorted, temporary release will be effected through use of DD 629 and the staff member assigned escort duties will receipt for the prisoner. The prisoner will also be issued a leave authorization form. If the prisoner is to go on emergency leave under his or her own recognizance, he or she will be temporarily released using only the leave authorization form. In either case, confinement continues to run during emergency leave.

4. Awardees. Awardees may be temporarily absent from the waterfront brig/CCU when on work details, visiting legal, medical, chaplain, etc., when it is not feasible to conduct such appointments at the waterfront brig/CCU. Such temporary absences shall be effected through use of the DD 629. Escorts for awardees during such evolutions shall be the quarters supervisor assigned to the CCU. In unusual circumstances where waterfront brig/CCU staff are not available to supervise all evolutions, trained escorts from activities requesting work details may be used to escort awardees. When this occurs, the waterfront brig/CCU work supervisor shall make a personal visit to the work site at least once during the morning and once during the afternoon.

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a. Hospitalization. If awardees require hospitalization during their terms of correctional custody, it is strongly recommended that the officers who imposed the punishment of correctional custody defer the remaining portion of the sentence during the period of hospitalization. Under the Manual of The Judge Advocate General, Article 0113(b)(3), the commanding officer may defer the punishment of correctional custody for a period not to exceed 15 days if the awardee is found to be not physically fit to serve the punishment. If, however, the commanding officer does not desire to defer the sentence, the awardee will be temporarily released from the waterfront brig/CCU through use of the DD 629. Under this option the term of correctional custody continues to run while the awardee is hospitalized. No watch is required for an awardee during hospitalization.

b. The decision as to whether an awardee will be permitted to go on emergency leave during the term of correctional custody rests with the commanding officer who imposed the punishment. If this commanding officer authorizes emergency leave, temporary release from the waterfront brig/CCU will be effected through issuance of a leave authorization form. No one will be required to escort the awardee during emergency leave. The term of correctional custody continues to run during emergency leave.

### 1003 BRIG TO GATE PROGRAM

It is essential that a prisoner or awardee has appropriate orders on the day of release from confinement. To facilitate this, the following procedures will be established.

a. Prisoners returning to duty upon completion of confinement who are assigned to the brig/CCU in a TEMDU status shall be made available for orders a minimum of 3 weeks prior to normal release date. The correctional counselor assigned to handle the prisoner's case during confinement shall establish liaison with the cognizant personnel support detachment to ensure an availability report is submitted on schedule and shall monitor follow-up requests wherein orders have not been received on schedule.

b. Prisoners returning to duty upon completion of confinement who are assigned to the brig in a TEMADD status shall be returned to their parent command on the day that confinement is completed. The correctional counselor assigned to the case shall coordinate with the prisoner's parent command to ensure they are aware of the prisoner's scheduled release date and time of release. Any potential problems shall be presented to the brig officer to assist in resolution.

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c. Awardees shall be returned to their parent command upon completion of correctional custody in all cases. The correctional counselor assigned to the case shall coordinate with the parent command to ensure they are aware of the date and time when the awardee will be released. The counselor shall make the brig officer aware of any potential problems to assist in resolution.

d. Prisoners scheduled to be discharged with a punitive discharge upon completion of confinement, but in whose case the convening authority may not have yet taken action when confinement is completed, shall be made aware that they may opt to go on voluntary appellate leave. If the prisoner requests voluntary appellate leave, voluntary appellate leave processing should be completed so that the prisoner leaves the station on appellate leave on the day confinement is completed. The correctional counselor shall coordinate with the legal office responsible for placing the individual on appellate leave to ensure all requirements are completed that will allow for brig to gate processing.

e. Prisoners who are being discharged with a punitive discharge upon completion of confinement whose convening authority has taken action prior to completion of confinement, but whose sentence has not been ordered executed, shall be placed on involuntary appellate leave on the day confinement is completed. The correctional counselor assigned to the case shall coordinate with the legal office responsible for placing the prisoner on involuntary appellate leave and ensure all procedures are completed to allow for brig to gate processing.

f. Prisoners who are being processed for administrative separation shall, to the maximum extent possible, have all processing completed during confinement, so that they may be placed on administrative leave or be discharged on the day confinement is completed. The waterfront brig/CCU shall recommend that prisoners in this status who request Administrative Separation Board hearings be given priority as to scheduling of that Board. The correctional counselor assigned to the case shall coordinate with all parties to ensure all processing is proceeding as rapidly as possible. Potential problem areas shall be referred to the brig officer to assist in resolution.

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1004 RETURN OF PERSONAL EFFECTS ON RELEASE FROM THE WATERFRONT  
BRIG/CCU

Prisoners and awardees shall take all personal effects and funds and valuables upon release from the waterfront brig/CCU. Prisoners and awardees shall receipt for such items using NAVPERS 1640/17, Inventory and Receipt of Valuables, Clothing and Personal Effects. If a prisoner is required to travel upon release from confinement, he or she shall be furnished with a minimum of \$25.00 in cash, provided he or she does not have this amount available at the brig/CCU. In no event will personnel or individuals being released be left in a situation where they have no reasonable capability of access to and payment for transportation necessary to return them to their command or other authorized destination.



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CHAPTER XITRANSFERS1101 POLICY REGARDING TRANSFER OF DETAINEES, PRISONERS AND  
AWARDEES FROM THE WATERFRONT BRIGS/CCUS

The Navy Corrections Program goal is to separate those personnel being discharged from the naval service upon completion of confinement from those personnel who are returning to duty upon completion of confinement, to the maximum extent possible. The following procedures outline transfer policy for waterfront brigs/CCU's to accomplish this goal.

a. Detainees. Transfer of detainees between brigs is not authorized, except where transient individuals are being held for further transfer back to their parent commands or to the commands to which assigned for disciplinary action (e.g., persons being escorted by Naval Absentee Collection Unit). Afloat units with brigs must transfer detainees to an ashore waterfront brig/CCU at the first opportunity. In these instances, no prior approval of transfers is required.

(1) If a ship is deployed and finds it necessary to place an individual in pretrial confinement in a brig away from its homeport and subsequently desires to have the detainee transferred to the waterfront brig at its homeport, the ship may request such a transfer but must provide escort(s) and funding to effect the transfer. The transferring brig will obtain approval from the major claimant prior to effecting such a transfer. If the transfer is intra-claimancy, the major claimant is the transferring authority. For other transfers, authority must be obtained by the major claimant from CHNAVPERS (Pers-84) prior to effecting such a transfer.

(2) If a detainee's life or safety is seriously threatened the major claimant may direct transfer to another waterfront brig/CCU within the claimancy.

b. Post-trial Prisoners With Punitive Discharges. All post-trial prisoners who receive a punitive discharge as a part of the sentence, which is not subject to suspension by any pretrial agreement, shall be transferred to the Naval Consolidated Brig, Miramar, San Diego, CA or Naval Consolidated Brig, Charleston, 1050 Remount Road, Building 3105, Charleston, SC provided the prisoner will have 31 days or more to serve in confinement upon arrival at the consolidated brig. CHNAVPERS (Pers-84) is responsible for designating who will provide escorts and for providing funding for the escort(s) to effect transfer between a

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waterfront brig/CCU and a consolidated brig. The prisoner transfer constitutes a Permanent Change of Station (PCS) move and accounting data is provided in the Financial Handbook. Transfers from waterfront brig/CCU's to consolidated brig's will be coordinated between major claimant and CHNAVPERS (Pers-84).

c. Post-trial prisoners being administratively separated or recommended for administrative separation upon completion of confinement. Prisoners whose offense requires mandatory processing for administrative separation and those who are recommended for administrative separation by the waterfront brig/CCU disposition board and/or the TPU/station having administrative control of the prisoner shall be transferred to the Naval Consolidated Brig, Naval Air Station, Miramar, San Diego, CA or Naval Consolidated Brig, Charleston, 1050 Remount Road, Building 3105, Charleston, SC as appropriate for continued confinement. Such prisoners must have 31 days or more remaining to serve on their sentence upon arrival at the consolidated brig.

NOTE: Because prisoners have the right to request the same defense counsel at an Administrative Separation Board Hearing as they had for court-martial, the Administrative Separation Board must be conducted prior to transfer to a consolidated brig or the prisoner must have signed a waiver of his or her right to have an Administrative Separation Board hearing. In San Diego, CA and Charleston, SC, all prisoners are sent to the consolidated brig's, regardless of their status. CHNAVPERS (Pers-84) is responsible for designating who will provide escorts and for providing funding for escort(s) to effect transfer of prisoners between a waterfront brig/CCU and a consolidated brig. Prisoner transfers constitute a PCS move and accounting data is provided in the Financial Handbook. Transfers of these prisoners between a waterfront brig and a consolidated brig shall be coordinated by major claimant and CHNAVPERS (Pers-84).

d. Officer Prisoners. Post-trial officer prisoners who receive confinement as part of the sentence shall be confined at the nearest naval brig that can provide the required separation. The officer's command shall immediately request CHNAVPERS (Pers-84) to designate the place of confinement. In most cases the officer will be confined at the U.S. Disciplinary Barracks, Fort Leavenworth, KS. Once CHNAVPERS (Pers-84) issues transfer orders, officer prisoners will be immediately transferred to the designated place of confinement. Since this constitutes a PCS move, CHNAVPERS (Pers-84) will provide accounting data. If sentences are less than 31 days, officers will normally be sent to a consolidated brig on command-issued Temporary Additional Duty (TAD) orders. The officer's command is responsible for

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escorts and funding to effect the transfer of an officer from a waterfront brig/CCU to the designated place of confinement. At least one escort shall be an officer of equal or higher rank than the officer prisoner.

e. Female Prisoners. Places of confinement for female prisoners will be in conformance with BUPERSINST 1640.17C. CHNAVPERS (Pers-84) is responsible for designating who will provide escorts and funding of escorts to effect brig to brig transfers of post-trial female prisoners. The female prisoner transfer constitutes a PCS transfer and accounting data is provided in the Financial Handbook. Transfers will be coordinated by major claimants and CHNAVPERS (Pers-84).

f. Prisoners of Other Services. Other services having prisoners confined in waterfront brig/CCU's shall conform with the transfer policy outlined for Navy prisoners. Post-trial prisoners of other services who have a punitive discharge, that is not subject to suspension under a pretrial agreement, as a part of the sentence of a court-martial shall be transferred from the waterfront brig/CCU to a confinement facility of the members' own service within a short period (1 to 2 weeks) after the court-martial. The fact that the convening authority has not taken action will not allow the prisoner to remain at the waterfront brig/CCU. However, as a matter of policy, prisoners of other services who have a punitive discharge but have 30 days or less remaining to serve on the sentence on the date of court-martial may be allowed to serve their confinement at the waterfront brig. All prisoners of other services who are returning to duty upon completion of confinement may serve their confinement at the waterfront brig/CCU, as is the case with Navy prisoners.

g. Awardees. The transfer of awardees is not authorized, except in emergency situations. Requests for transfer of awardees shall be submitted to the major claimant with full justification and will be dealt with on a case by case basis.

1102 DOCUMENTS REQUIRED UPON TRANSFER FROM A WATERFRONT BRIG/CCU TO A CONSOLIDATED BRIG

While it is not required that the convening authority have taken action on the court-martial prior to a prisoner being transferred to a consolidated brig from a waterfront brig/CCU, prisoners shall not be transferred in a disciplinary status. The waterfront brig/CCU is responsible for ensuring all disciplinary actions have been completed and no other court-martial is pending, nor is the prisoner needed to testify at the court-martial of other service members. If a prisoner is needed to

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testify at a court-martial, the prisoner shall be retained at the waterfront brig/CCU until testimony is completed and then transferred if requirements are still met. If any other unusual circumstances prevail that require a prisoner to remain at a waterfront brig/CCU, a request to retain the prisoner at the local brig shall be forwarded to the major claimant via telephone. The major claimant will make a recommendation to CHNAVPERs (Pers-84), who will make the final decision. Prisoners being discharged from the service will not, as a rule, be allowed to remain at a waterfront brig/CCU except in most unusual circumstances. Upon transfer the following records and documents will accompany a prisoner to the consolidated brig:

- a. The Prisoner Brig File. The original confinement order and all other original documents contained in the prisoner brig file shall be transferred to the consolidated brig with the prisoner. The transferring waterfront brig/CCU should make a copy of the confinement order and other pertinent documents that may be needed to respond to inquiries after the prisoner has been transferred.
- b. Service Record
- c. Health Record
- d. Pay Record
- e. Results of Trial
- f. Three certified copies of the court-martial order (if issued)
- g. One copy of all reviewing authority actions (if issued)
- h. DD 1476, Prisoner Admission Summary
- i. One copy of Pretrial Agreement, where applicable.

1103 BRIG DISPOSITION BOARD HEARING/CLEMENCY AND PAROLE PACKAGES FOR PRISONERS TRANSFERRED FROM A WATERFRONT BRIG TO A CONSOLIDATED BRIG

All prisoners who have an unsuspended punitive discharge are entitled to a Clemency and Parole Board hearing under the provisions of SECNAVINST 5815.3G. Accordingly, to assist the consolidated brig in conducting clemency and parole hearings, the waterfront brig/CCU will provide the following upon transfer:

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a. If the prisoner has been in confinement at the waterfront brig/CCU for 14 days or more, including pretrial confinement, and is scheduled to be released from confinement in 45 days or less, an Admission Summary and related forms (DD 1476, DD 1477, DD 1478 and DD 1479) shall be completed and forwarded upon transfer. The consolidated brig will conduct the Disposition Board and make recommendations concerning clemency and parole and will submit the clemency and parole package per SECNAVINST 5815.3G.

b. If the prisoner has been in the waterfront brig/CCU for 13 days or less an Admission Summary, without counselor recommendations, will be forwarded upon transfer.

**1104 TRANSFERS OF PRISONERS BETWEEN WATERFRONT BRIG/CCU'S AND BETWEEN AFLOAT AND ASHORE BRIGS**

In the event that it becomes necessary to transfer prisoners between waterfront brigs/CCU's or between ashore and afloat brigs, the following records and documents shall accompany the transfer:

a. The prisoner brig file, including the original confinement order and record of trial. The transferring brig should make a copy of the confinement order and any other pertinent information that might be needed to respond to inquiries after the individual is transferred.

b. Service Record

c. Health Record

d. Pay Record

e. Three certified copies of the court-martial order (if issued)

f. One copy of all reviewing actions (if issued)

g. Completed DD 1476, Prisoner Admission Classification Summary Data

h. Completed Clemency and Parole Board Package. If the individual is presently eligible for a Clemency and Parole Board hearing, the Brig Disposition Board must have been conducted and the Clemency and Parole Board package completed and mailed or a waiver of the Clemency and Parole Board hearing signed prior to transfer.

i. One copy of Pretrial Agreement, if applicable.

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1105 PRISONER PERSONAL PROPERTY/FUNDS AND VALUABLES

All authorized personal property and funds and valuables of a prisoner shall accompany the prisoner on any transfer between brigs. All property and funds and valuables shall be inventoried and receipted for using the NAVPERS 1640/17, Prisoner Inventory and Receipt of Valuables, Clothing and Personal Effects. Unauthorized items should have been mailed home or returned to parent commands at a prisoner's initial confinement (See Article 1314 in Chapter XIII).

Enclosure (1)

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CHAPTER XIIBOARDS1201 FUNCTIONS AND COMPOSITION OF BOARDS AT WATERFRONT BRIGS/CCU'S

Each waterfront brig/CCU will have four standing boards, the function, composition, scheduling and reporting requirements of which are outlined below:

a. Classification and Assignment Board

(1) Function. The Classification and Assignment Board (CA) is responsible for making recommendations to the brig officer on the custody classification, work assignments, program assignments, and special training or needs for each prisoner at the waterfront brig/CCU. While awardees do not require custody classification, their cases should also be reviewed for possible program changes, awarding of privileges, etc. On completion of orientation, the CA Board will review the initial custody classification of newly received prisoners for appropriateness and recommend a change, if necessary. The Board will also recommend work assignments prisoners may be considered for (e.g., inside or outside), program assignment (e.g., restoration, pre-release, motivational training, general military training, etc.), and any special program deemed necessary in the individual case. The CA Board will utilize Navy Objective Classification criteria and forms discussed in Chapter VI.

(2) Composition. The executive officer or assistant brig officer/programs shall chair the CA Board. A counselor shall be a permanent member of this board and shall be responsible for presenting all pertinent information concerning the prisoner to the board for consideration in their deliberations. The operations officer shall be a permanent member of the board and, in a facility with a capacity in excess of 100, the programs officer shall also be a permanent member of the board. This shall comprise the permanent composition of the board. A minimum two floating members (one from the operations department and one from the programs department) should be assigned to the board.

(3) Schedule. The CA Board shall meet at least weekly. Each new prisoner who has completed orientation since the board last met shall be scheduled for review. Additionally, after initial review each prisoner/awardee confined/assigned at the waterfront brig/CCU shall have his or her program assignments reviewed at least every 2 weeks. Prisoner's custody classifications will be reviewed following the schedule provided in Chapter VI.

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(4) Reports. Upon adjournment of the CA Board, the counselor shall be responsible for providing a written report of the deliberations and recommendations of the CA Board to the brig officer for approval or modification. The decision of the brig officer is final. A copy of the written report of the CA Board and the action of the brig officer shall be retained in the waterfront brig/CCU files.

b. Discipline and Adjustment Board

(1) Function. The Discipline and Adjustment Board shall review all reports of misconduct on the part of prisoners and awardees resulting in submission of a NAVPERS 1640/9, Disciplinary Report, once an impartial investigating officer has determined that misconduct has occurred and that the accused probably committed the misconduct. The board shall hear and review all evidence and documentation involved in the case. The accused prisoner or awardee shall appear in person at the hearing and has the right to make a statement, call witnesses and/or present evidence in his or her behalf. After hearing all witnesses and reviewing all the evidence in the case, the board shall determine the probable guilt or innocence of the accused and, if they find the accused guilty, shall recommend a punishment to be imposed. The senior member of the board shall inform the accused of the findings and recommendations of the board, advising the accused that the punishment recommended is a recommendation that can be approved, disapproved or amended by the brig officer, who has the final decision on the punishment to be imposed since this is an administrative disciplinary process.

(2) Composition. The Discipline and Adjustment Board shall be chaired by the second senior person (military or civilian) assigned to the waterfront brig/CCU staff. The board shall also be comprised of at least two other staff members (one from the operations department and one from the programs department, either military or civilian) who were not involved in any manner with the misconduct being reviewed. The counselor assigned to the prisoner or awardee appearing before the board shall attend the hearing as an observer. The counselor is not there to represent the prisoner or awardee in any manner, but is there to provide background information on the prisoner or awardee that the board may desire and to become aware of matters concerning a prisoner or awardee assigned to his or her case load.



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(3) Schedule. The Discipline and Adjustment Board will meet as necessary. However, since timeliness in determining guilt and imposing punishment is critical in dealing with disciplinary matters, the board should conduct a hearing within 2 working days (but no earlier than 24 hours) of the NAVPERS 1640/9, Disciplinary Report being forwarded by the investigating officer.

(4) Reports. Upon completion of the hearing, the senior member is responsible for completing all applicable portions of the NAVPERS 1640/9, Disciplinary Report and forwarding such to the brig officer for final decision. The NAVPERS 1640/9, Disciplinary Report completed to include brig officer's decision, shall be filed in the prisoner/awardee file. After the brig officer has made his or her final decision, the Discipline Log will be completed and signed by the brig officer.

c. Disposition Board for Prisoners

(1) Function. The Disposition Board is responsible for reviewing all post-trial prisoners who were not awarded a punitive discharge as a part of the court-martial sentence for possible restoration to duty or for processing for administrative separation. The Disposition Board, per SECNAVINST 5815.3G, is also responsible for providing recommendations for clemency to the Naval Clemency and Parole Board concerning all prisoners who have been awarded an unsuspended punitive discharge or who have been awarded a sentence to confinement of 8 months or more, regardless of discharge.

(2) Composition. The brig officer shall chair and be the senior member of the Disposition Board. At a minimum the board shall also be comprised of the following:

(a) The counselor assigned to the prisoner case shall present all information to be considered by the board. The counselor is not a voting member of the board but shall be required to make a recommendation as to restoration, discharge, clemency or parole, as appropriate.

(b) The assistant brig officer/programs or programs officer, appointed by the brig officer.

(c) The operations officer, appointed by the brig officer.

(d) A representative from the Transient Personnel Unit (TPU) or transient personnel department of the command where the waterfront brig/CCU is located, appointed by the commanding officer (CO) of the TPU or station.

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(e) A representative from the personnel support detachment servicing the waterfront brig/CCU, appointed by the officer in charge (OIC) of the Personnel Support Detachment (PSD).

(f) The command master chief petty officer of the command where the waterfront brig/CCU is located, appointed by the commanding officer of the station.

(g) The brig chaplain, appointed by the commanding officer of the station.

(h) A line officer, appointed by the commanding officer of the station.

(i) A representative of the legal office of the TPU or command where the waterfront brig/CCU is located, appointed by the CO/OIC of the TPU or the commanding officer of the station.

(j) If available, a psychiatrist or clinical psychologist from the medical facility servicing the waterfront brig/CCU, appointed by the CO/OIC of the medical facility.

(3) Schedule. It is imperative that prisoners not awarded a punitive discharge as a part of the court-martial sentence be reviewed at the earliest possible time, so that processing of those being recommended for administrative separation can begin. Therefore, the Disposition Board shall meet weekly.

(4) Reports. Upon completion of the Disposition Board hearing, the assistant brig officer/programs or programs officer will be responsible for preparing a written report of the deliberations and recommendations of the Disposition Board for the brig officer's signature. The report will be forwarded to the CO/OIC of the TPU, commanding officer of the station where the waterfront brig/CCU is located or the commanding officer of the prisoner in the case of personnel confined in a TEMADD status. These persons have the final decision as to whether or not a prisoner will be restored to duty or processed for administrative separation but should give due consideration to the recommendation of the Disposition Board. A copy of the written report of the deliberations and recommendations of the Disposition Board shall be retained in the waterfront brig/CCU files. Additionally, in the case of clemency recommendations for the Naval Clemency and Parole Board, the counselor assigned to the case shall be responsible for preparing the clemency package to be submitted. A copy of the signed package will be retained in the prisoner file.

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**d. Disposition Board for Awardees**

(1) Function. The Disposition Board for awardees shall review and evaluate an awardee's progress and make recommendations to an awardee's commanding officer as to whether or not the awardee is suitable for continued participation in the CCU program and whether the awardee should be released from the program early due to either high motivation and success, or misconduct and failure.

(2) Composition. The Disposition Board for awardees shall be comprised of, at a minimum, the executive officer/assistant brig officer/programs as the chairperson, the counselor assigned to the awardee's case who shall present all information to be considered by the board, the quarters supervisor for the correctional custody dormitory and, if available, a representative from the awardee's command.

(3) Schedule. The Disposition Board may be convened at any time to consider a recommendation of early release of an awardee who is not progressing in a satisfactory manner and/or is being disruptive. At the end of the third week of the program the Disposition Board shall convene to review each awardee's progress and to determine if a recommendation for early release due to high motivation and success is warranted and to review the awardee's potential for future service.

(4) Reports. Upon adjournment of the Disposition Board, the counselor shall be responsible for preparing a written report of the deliberations and recommendations of the board to be submitted to the brig officer. In cases where the board recommended early release either for unsuitability or superior performance, and the brig officer concurs with the recommendation, an official letter shall be forwarded to the awardee's commanding officer outlining the particulars of the case and recommending early release. This recommendation can be made via telephone and followed by the written request. The awardee's commanding officer makes the final decision as to whether or not the awardee will be released early for either

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disciplinary or superior performance reasons. The commanding officer should give due consideration to the recommendation of the Disposition Board and brig officer, especially regarding the negative impact a disruptive or uncooperative awardee can have on the entire program. If early release is not recommended by the Disposition Board, the brig officer will provide the commanding officer of the awardee with a written summation of the awardee's performance upon completion of the program, this written summary should provide the waterfront brig/CCU staff evaluation of the awardee's potential for further service and any specific actions or programs (e.g., Navy Alcohol and Drug Safety Action Program (NADSAP)) the awardee should be provided upon return to his or her parent command.

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CHAPTER XIIIADMINISTRATIVE MATTERS1301 RECORDS AND REPORTS

1. Purpose. Records are maintained to provide accurate, current, and readily available information on individual prisoners/awardees and on the corrections program operation. Instructions for completing standardized forms and reports must be followed exactly.

2. Security. All prisoner/awardee files are private and only personnel who have a need to know certain information in the performance of their official duties may have access to a given file or piece of information. This shall in no way impede the flow of information to staff involved in the supervision, training, or evaluation of prisoners/awardees. Under no circumstances shall prisoners/awardees be assigned to functions where they have access to files or information about other prisoners/awardees.

3. Copies. It is recognized that various functional units within the waterfront brig/CCU require certain records and reports in order to function properly. Copies of such records and reports may be maintained on an as-needed basis at those locations with the original records kept in controlled administration files. Units requiring original copies of prisoner/awardee records, i.e., clothing inventory, etc., will ensure that all records are sent to the administrative office when a prisoner/awardee is released or when the record is no longer required.

4. Logs. All logs maintained by the facility shall be bound ledgers with preprinted consecutively numbered pages.

1302 PRIVACY

1. Privacy Act. All personnel will be familiar with the provisions of current directives pertaining to the Privacy Act (SECNAVINST 5211.5C) and the Freedom of Information Act (SECNAVINST 5720.42E). It must be noted that a privacy act statement is not required for every form which contains personal information but a statement is required if the information is being solicited from the individual. For the purpose of determining whether a privacy act statement is required, "personal information" is defined as information about an individual that is intimate or private to the individual, as distinguished from information related solely to the individual's official function.

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2. Request for Information. A privacy act statement will be requested before soliciting information for the following records/reports; (1) DD 498, Prisoner/Awardee Personal History, and (2) NAVPERS 1640/19, Initial Contact Sheet. In addition to these, a privacy act statement must accompany a Request for Clemency or Waiver of Restoration. See Appendix A of reference (a). Release of information shall be governed by SECNAVINST 5211.5D.

1303 PRISONER/AWARDEE FILES AND RECORDS

1. File Format. An individual file shall be maintained for each prisoner/detainee in the facility. Documents for prisoners shall be placed in the file as shown below. Awardee files will be maintained similarly and awardee documents are marked with double asterisks. A single asterisk indicates forms which may not be placed in the prisoner file until release is effected.

Section 1. - NAVPERS 1640/4, Confinement Order

- Results of Trial
- \*\* - Temporary Additional Duty (TEMADD) orders
- \*\* - NAVPERS 1626/7, Report and Disposition of Offense(s)
- \*\* - Deferral letter
- Court-martial order
- \*\* - A copy of SF 600, Chronological Record of Medical Care
- Sentence Computation Sheet
- Court-martial review actions
- \* - DD 367, Prisoner's Release Order

Section 2. - NAVPERS 1640/19, Initial Contact Sheet

- \*\* - NAVPERS 1640/13, Prisoner/Awardee Evaluation Report
- \*\* - NAVPERS 1640/15, Mail and Visiting List

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- \*\* - Copies of all Disposition Board Recommendations and Actions
- \*\* - Command Visit Interview form
  - DD 510, Request for Interview
- \*\* - Copies of all Follow-up Evaluations
  - NAVSO 5815/4, Waiver of Clemency Review
  - NAVSO 5815/2, Request for Restoration or Clemency
  - Letters disapproving Visitors/Correspondence
  - Prisoner Refusal to accept Mail
  - DD 498, Prisoner's Personal History Record
  - DD 1476, Prisoner's Admission Summary Data
  - DD 1477, Prisoner's Progress Summary
  - DD 1478, Prisoner's Summary Continuation Sheet
  - DD 1479, Prisoner Assignment and Clemency Board Action
  - Copies of all local Board Recommendations and Actions

- Section 3.
- NAVPERS 1640/8, Prisoner Conduct Record
  - NAVPERS 1640/9, Disciplinary Report(s)
  - DD 509, Inspection Record of Prisoner in Segregation
  - \*\* - NAVPERS 1640/10, Work and Training Report
    - Incident Report (copy) (local)
    - Certificate of Fitness for Disciplinary Segregation/Special Diet (local)

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Section 4. - (Miscellaneous)

- DD 504, Request/Receipt for Health and Comfort Supplies (copy)
- \* - NAVPERS 1640/17, Inventory and Receipt of Valuables, Clothing and Personal Effects

2. Reactivation. Prisoner/awardee files in storage at the Naval Personnel Records Center (MPR) and scheduled for disposal may be reopened when a former prisoner/awardee is returned for confinement/restoration. All information shall be updated. When it is determined that a prisoner/awardee has been previously confined or assigned in a naval waterfront brig/CCU and the location is known, a request may be made to the NPRC (MPR) for the prisoner/awardee file. (SECNAVINST 5212.5C)

1304. WATERFRONT BRIG/CCU LOG

The brig/CCU log is a permanent daily record of the operation of the brig. It is maintained by the control center supervisor on duty and is kept in chronological order. The waterfront brig/CCU log will include, but is not limited to, the following:

- a. Results of prisoner counts
- b. Confinement and release of prisoners
- c. Departure and return of prisoner details
- d. Change of watch
- e. Emergency drills
- f. Disorders and actions taken
- g. Inspections
- h. Record of official visitors and purpose of visit
- i. Any unusual occurrences.

1305 MEDICAL LOG

The medical log is a permanent waterfront brig/CCU record, with entries made in chronological order. The entries shall be made by medical personnel, showing the prisoner's/awardee's name, social security number, date of treatment, nature of complaint, and treatment administered. It shall be signed by the person



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administering treatment and the prisoner/awardee receiving the medication. All medication issued will be properly entered in the log. In large facilities, a separate medication log may be maintained.

#### 1306 VISITORS' LOG

1. A record of each visit to a prisoner/awardee shall be made in the visitors' log, in chronological order.
2. The entry shall show the date of visit, time in and time out, the printed name and signature of the visitor, name of person visited, and name or initials of the staff member who identified, admitted, and released the visitor and verified the visitor's identification. A visitor signature shall be required at entry and departure.

#### 1307 PRIVILEGED CORRESPONDENCE LOG

A privileged correspondence log will be maintained as required by section 8301.8 of reference (a).

#### 1308 DISCIPLINE LOG

A discipline log shall be maintained as required by section 8108 of reference (a).

#### 1309 PASS DOWN OF INFORMATION

Each waterfront brig/CCU will provide a system for passing down information from one watch to the next. This information pertains to action items that need immediate attention.

#### 1310 DISPOSITION OF RECORDS AND REPORTS

1. Prisoner/Awardee Records. Individual prisoner/awardee records of persons finally released from confinement for any reason shall be forwarded to NPRC (MPR). NPRC will destroy these records 25 years after transfer. (SECNAVINST 5212.5C)
2. Logs. Log books shall be retained at the brig for 2 years from the date of the last entry and then destroyed. (SECNAVINST 5212.5C)

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1311 INCIDENT REPORTS

1. Policy. These reports are intended to keep the major claimants and CHNAVPERS informed of events in naval correctional facilities which could result in embarrassment to the Navy or focus public attention on the facility in question. The initial report shall be by telephone.

2. Procedures

a. Navy incident reports will be submitted as Unit Situation Reports (UNIT SITREP), or OPREP-3, Navy Blue Reports, whichever is appropriate, per OPNAVINST 3100.6F (NOTAL).

b. The report should be submitted in the form of a message, with a copy to the major claimant and CHNAVPERS.

c. The following type incidents/alleged incidents shall be reported:

(1) Death of a prisoner/awardee

(2) Suicide, or attempt, by prisoner/awardee or staff member

(3) Mass strike or disruptive action

(4) Incidents with racial overtones

(5) Incidents of maltreatment or abuse of prisoners/awardees

(6) Escape

(7) Other incidents which could result in embarrassment or focus public attention on the waterfront brig/CCU

d. When an incident occurs in Navy brigs/CCU's, and an informal or formal investigation is ordered, a follow-up report including a copy of the investigation shall be submitted to the CHNAVPERS and the major claimant when the investigation is completed and the matter resolved. The initial report is not to be delayed pending investigation. Serious incidents should be reported by telephone.

1312 FUNDS AND VALUABLES

Prisoners/awardees shall not be permitted to retain in their possession money, jewelry or similar negotiable personal property of value. Wedding rings and small religious medals are permitted and the commanding officer may authorize retention of other items of limited intrinsic value. Items which have not been approved shall be retained by the custodian. Such objects as wallets, snapshots, keys and letters having no intrinsic value that justifies additional protection shall not be accepted for safekeeping as valuables but may be retained with the prisoner's/awardee's personal effects. The Armed Forces Identification Card shall not be retained by a prisoner, but will be retained by awardees.

1313 FUNDS AND VALUABLES ACCOUNTING

1. The Funds and Valuables Custodian is responsible for the accountability of all funds and valuables taken from a prisoner/awardee upon confinement/assignment or received during the period of confinement/assignment. Personal funds and valuables shall be inventoried, utilizing NAVPERS 1640/17, in the prisoner's presence. This inventory is to be held by a member of the staff specifically designated and authorized to receive funds and valuables.
2. The NAVPERS 1640/17 shall be used to inventory all funds and valuables and shall list the quantity of each item received, its description, identifying marks, and other pertinent information. It shall be signed by the person who inventories the property and by the prisoner, and shall be dated, and a signed copy shall be given to the prisoner/awardee.
3. Funds and valuables shall be maintained following the procedures outlined in the NAVCOMPT Manual, Chapter IV.
4. Prisoners and awardees shall receipt for all funds and valuables upon release from the waterfront brig/CCU. NAVPERS 1640/17 shall be utilized to receipt for the funds and valuables and this form shall be signed by the funds and valuables custodian and the prisoner/awardee, and dated in the appropriate space. Original copies of signed NAVPERS 1640/17's receipting for funds and valuables shall become a permanent part of the prisoner/awardee file maintained at the waterfront brig/CCU.

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1314 PERSONAL PROPERTY

1. The receiving and releasing supervisor must accept and preserve or otherwise dispose of all personal property taken from prisoners/awardees upon arrival at the waterfront brig/CCU or received by them during confinement/assignment, and shall inventory it in their presence. All items except for their seabag and health and comfort items shall be retained by an awardee's duty station.

2. The NAVPERS 1640/17 shall list the quantity of each item received, its description, identifying marks, and other pertinent information. It shall be signed by the person who inventories the property and by the prisoner/awardee. A signed copy shall be delivered to the prisoner/awardee.

3. Articles and effects listed on NAVPERS 1640/17 shall be placed in appropriate containers, labeled or tagged with the individual's name, social security number, rate or grade and properly stored, preferably in a separate storage room. Only the receiving and release supervisor shall have access to the storage room. Prisoners/awardees shall never have access to other prisoners'/awardees' personal property.

4. Prisoners and awardees shall receipt for all personal property upon release using the NAVPERS 1640/17. This form shall be signed by both the prisoner or awardee and the waterfront brig/CCU staff member who returns the property to the prisoner/awardee. The date that the property is returned to the prisoner/awardee shall also be annotated on the NAVPERS 1640/17 in the appropriate space. The original copy of the NAVPERS 1640/17 receipting for personal property shall be destroyed 1 year after release of member. (SECNAVINST 5212.5C)

1315 EXPENDITURES FOR CLOTHING

1. Policy. Except as noted below, prisoners/awardees shall provide and wear their own military clothing. If additional clothing must be purchased, either the money is deducted from the prisoner's/awardee's account or a charge will be made against the military pay record if they are in a pay status. This should be accomplished prior to confinement/assignment. Awardees should be properly outfitted with uniforms prior to delivery to a Correctional Custody Unit.

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## 2. Procedures

a. Prisoners without necessary clothing and known to be in a nonpay status shall be loaned the required clothing by the waterfront brig/CCU until they can obtain their own.

b. All gratuitous issues and clothing loaned to prisoners/awardees are chargeable to the operating and maintenance allotment of the command furnishing logistic support to the waterfront brig/CCU.

c. Requests for clothing and health and comfort items shall be submitted on a DD 504.

## 1316 AUTHORIZED HEALTH AND COMFORT ITEMS

1. Policy. Health and Comfort items include those necessary to maintain personal hygiene and military appearance, writing materials, and postage. The initial supply should be adequate for 1 month's average use, but may be prorated if the regular replenishment or the prisoner's/awardee's release will be less than 1 month.

2. Approved Items. Any items on the following list will normally be approved in adequate quantities:

laundry bag	stamp embossed envelopes
soap, bath	shower shoes
shoe shining gear	soap/cream, shaving
brush, tooth	cigarettes and matches
nail clippers	tooth paste
face cloth	laundry soap
comb (small, not steel,	*towel, bath
Afro-type allowed)	deodorant, sticktype
writing material and	napkins, sanitary (female
postage	facilities)
razor, enclosed blade	*handkerchiefs
	shampoo
	hair cream, tube type

NOTE: No glass or aerosol containers are permitted.

\*Considered to be clothing for Navy prisoners rather than health and comfort.

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3. Procedures

a. The items supplied will not ordinarily duplicate or replace identical items already in the prisoner's/awardee's possession. When a prisoner/awardee has one type or brand, it should not be confiscated and replaced by another.

b. Neither the initial supply nor the resupply should consist of a standard assortment of articles that include some which the prisoner/awardee does not use or need.

c. Commands placing service members into the waterfront brig/CCU shall be informed of the items, and quantity of each, necessary for health and comfort. If the prisoners/awardees have these items, or arrive during working hours and can obtain them, they shall bring such with them to the facility. It is the responsibility of the prisoner's/awardee's commanding officer to assure that the person has an adequate supply of health and comfort items upon arrival at the waterfront brig/CCU. However, if prisoners/awardees are confined without personal necessities, they shall be provided during in-processing. The commanding officer of the facility is responsible for ensuring that all prisoners/awardees receive a periodic resupply of consumable items.

1317 CLOTHING

1. Requirements

a. When less than a full seabag is required, commands sending personnel to the waterfront brig/CCU shall be informed of items of clothing, appropriate for the season, which every prisoner/awardee is required to have in their possession upon arrival at the waterfront brig/CCU.

b. Not all items authorized are required for use during confinement/assignment to a waterfront brig/CCU, nor is the full quantity of each item necessary for short periods, i.e., confinement for 3 days bread and water. However, prisoners/awardees must be adequately supplied to present a clean and neat appearance and to do the work assigned. They should be assisted in obtaining their own clothing and effects as soon as practicable. Waterfront brig/CCU gear may be issued to prisoners/awardees on the same basis as to other personnel.

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c. A prisoner/awardee is required to have one complete uniform of the day with insignia, emblems, decorations, and ribbons to which entitled, for all appearances in court. The expense of providing this uniform is chargeable against the prisoner's/awardee's pay account unless he or she is in a nonpay status, in which case it will be charged against the operating allotment. Prisoners/awardees may be permitted to wear the uniform of the day of their service during visits, when appearing before a court-martial and on other occasions approved by the commanding officer. The prisoner/awardee of one service shall not wear the uniform of another service unless required by temporary expediency.

d. Prisoners/awardees may not transfer or lend any clothing or other personal property to other prisoners/awardees.

2. Prisoner/Awardee Uniform. Prisoners/awardees will wear prescribed uniform per current uniform regulations of the prisoner's/awardee's service. Identifying device(s) may be worn per Article 8111 of reference (a).

3. Markings. Prisoner/awardee clothing shall be marked following the prescribed system of the individual's service; see Article 8111.1 of reference (a).

4. Travel Uniforms. Prisoners/awardees traveling by public carrier, or whenever travel otherwise requires their appearance before the public, shall wear the same uniform as other personnel of their service traveling the same route. Particular care must be taken to ensure that they present a clean and neat appearance to the public.

5. Clothing Stock. The commanding officer should maintain a reasonable supply of clothing for temporary use by prisoners only. Awardees will be required to purchase their clothing. Upon release, loaned items shall be recovered, laundered or cleaned, as appropriate, and the footwear sterilized for reissue as prescribed by the medical officer.

#### 1318 CORRESPONDENCE AND VISITING

Reasonable effort must be made to allow prisoners/awardees to maintain contact with their families, and social environment, and to conduct as much personal business as possible, even though the availability of telephones, mail and visits is controlled. Security requirements must be kept in mind when establishing local programs, but an over-emphasis on security hampers the correctional program and contributes to desocialization of the prisoner/awardee, which is counterproductive to correctional goals.

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1319 COMMAND VISITS

1. For Prisoners. Command visits are required for pretrial detainees and post-trial prisoners who will be returning to their parent command upon completion of confinement. A member will be returned to his or her original duty station upon completion of confinement unless (1) the sentence included a punitive discharge, which has not been suspended for the purpose of serving a probationary period, or (2) receives an unsuspended sentence of 31 days or more, or (3) the member's command has officially requested that the member not be returned. Command visits are designed to retain identity with the parent command and to reinforce to prisoners that this remains their primary chain of command. Commands shall visit personnel of their command confined at a waterfront brig at least weekly. This visit can be made by anyone designated by the commanding officer (CPO or higher) except chaplains. The chaplain's role in the rehabilitative process, including the visiting of prisoners, has a value distinct from that of being a command representative. When the prisoner's command is on extended deployment, the Immediate Superior in Command (ISIC) should provide command visits. It is improper to delegate command visit functions unless the parent command is at sea or is a remotely situated activity. Command visits for post-trial prisoners being discharged upon completion of confinement or who will not be returning to their parent command upon completion of confinement will be conducted by the transient personnel unit or command where the waterfront brig is located.

2. For Awardees. Commanding officers awarding correctional custody shall ensure that awardees are visited weekly by a member of their division. It is recommended that the first weekly visit be conducted by the division leading petty officer, the second weekly visit by the division leading chief petty officer, the third weekly visit by the division officer and the final visit by the commanding officer/executive officer. Chaplains shall not be assigned as command representative for command visits but shall visit in their role as a chaplain.

3. Remote Commands. Echelon 2 commanders (major claimants) shall designate those commands or areas that are considered remotely situated from brigs for the purpose of command visits and shall determine visit intervals.



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4. Tracking. Waterfront brig/CCU's shall establish procedures to ensure all prisoners and awardees receive weekly visitation. If a command fails to make weekly visitation they shall be notified informally and a visit scheduled. Continued failure to conduct weekly command visits shall result in the commanding officer/officer in charge of the waterfront brig/CCU sending a naval message to the command with information copies to the chain of command.

#### 1320 IDENTIFICATION

Post-trial prisoners shall wear the prisoner identification badge and an international orange arm band with the word "BRIG" stenciled in black letters, whenever outside of the brig. The arm band will be worn on the right arm at the bicep. Pretrial detainees will wear the prisoner identification badge. Awardees and installation custody will wear their identification card in a protective pouch.

#### 1321 INSPECTIONS

1. Security and Safety Inspections. At least weekly, scheduled visual and functional inspections shall be made of all locks, security grills, windows, doors and other security equipment to ensure they have not been tampered with and are operating satisfactorily. The inspection will also check for faulty electrical equipment, exposed wires and other safety hazards. All persons must be trained to observe and to report any unusual conditions, defective security equipment or violations of security procedures. Frequent unscheduled inspections for security and safety items shall also be conducted.

2. Security, Emergency and Fire-Fighting Equipment. At least weekly scheduled inspection or test, as appropriate of all security, emergency and fire-fighting equipment will be made to ensure proper operation. Frequent unscheduled inspections and tests should also be conducted.

3. Sanitation Inspections. A high standard of sanitation shall be maintained at all times. Waterfront brig/CCU staff will conduct a daily inspection of all spaces. A representative of the medical department will conduct a weekly inspection of all spaces to ensure cleaning and maintenance procedures are established and carried out and that a vermin eradication program is in effect, if necessary.

4. Inspection Reports. The medical department will provide the waterfront brig/CCU with a formal report of the results of the

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weekly sanitation inspection which will be kept on file at the brig. The date and time that the weekly medical department sanitation inspection is conducted will be recorded in the brig log. The brig officer will cause a report of corrective action taken to correct any discrepancies noted during the weekly sanitation inspection by medical to be formulated. The report of corrective action taken will be kept on file at the brig. The date and time that formal weekly security, safety and fire inspections as well as the daily sanitation inspection conducted by brig staff shall be noted in the brig log. A formal written report of these inspections shall be kept on file at the brig. Immediate action shall be taken to correct any discrepancies noted during these inspections and a record of corrective action taken shall be kept in the brig files.

#### 1322 INVENTORIES

A master inventory of all tools, equipment, riot control gear and keys assigned to the brig shall be maintained on file at the brig. All tools, equipment and keys will be inventoried at least monthly and a written report of the results of the inventory kept on file.

#### 1323 SAFETY PROGRAM

The brig officer shall appoint, in writing, on a collateral duty basis, a safety officer for the waterfront brig/CCU. The brig officer will ensure that a vigorous safety program is established and carried out for the staff and prisoners/awardees. Accident prevention and the elimination of safety hazards require continuous efforts by each staff member and cannot be successful without their cooperation. Any type of faulty equipment must be eliminated. Prisoners must be instructed in the proper use of tools and must be required to observe all safety precautions.

#### 1324 CORRECTIONAL MANAGEMENT INFORMATION SYSTEM (CORMIS)

Each waterfront brig has been provided with CORMIS equipment and programs. This equipment and its programs are designed as work savers and to contain readily available information. The brig officer should ensure that a staff member qualified to operate the system is assigned at all times. Every effort should be made to keep key staff current on ongoing CORMIS improvements and capabilities.

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1325 PRISONER IDENTIFICATION BADGE

1. All prisoners shall wear a NAVPERS 1640/16, Prisoner Identification Badge pinned over the left breast pocket on their outer garment. The only exception to this shall be Installation Custody prisoners. In lieu of an Armed Forces Identification Card, the installation custody prisoners shall carry an Installation Parolee Agreement (DD Form 512) describing their status and limits of movement.

2. Custody classification on the prisoner identification badge shall be covered with a strip of 1/4 inch plastic tool tape, appropriately lettered in the colors indicated below:

MAXIMUM CUSTODY OR SPECIAL QUARTERS	-	RED
MEDIUM-IN CUSTODY	-	ORANGE
MEDIUM-OUT CUSTODY	-	YELLOW
MINIMUM CUSTODY	-	GREEN
INSTALLATION CUSTODY	-	BROWN

1326 DAILY ROUTINES

A copy of the daily routine shall be posted in a prominent location in both brig and correctional custody spaces. Proposed daily schedules are provided in Appendices F through K for the brig and N through Q for the correctional custody unit. Minor adjustments may be made to these schedules to account for local conditions, however, these schedules should be followed to the maximum extent possible.

1327 RELIGIOUS SERVICES

All prisoners/awardees (except prisoners in disciplinary segregation) will be provided an opportunity to attend the worship service of their choice on their normal day of worship (if available on the station). If at all possible, services should be conducted at the brig. The brig chaplain will be consulted concerning any unusual requests for religious services or items on the part of prisoners and awardees, however, decisions will be made by the brig commanding officer.

1328 EVALUATION. The evaluation process as specified by CHNAVPERS (Pers-84) will be implemented by each waterfront brig/CCU. See Appendix L.

**OPNAVINST 1640.7A**

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**APPENDICES**

**Enclosure (1)**

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## PERSONAL HISTORY QUESTIONNAIRE

AUTHORITY: Title 5 U.S.C 301 Departmental Regulation; E.O. 9397; and OPNAVINST 1640.7A  
 "Manual for the Administration of Correctional Custody Units."

PURPOSE: To provide the Navy with the authority to gather certain information in order to accomplish its mission to prepare prisoners/detainees/awardees for return to military duties and, in some cases, for return to civilian life.

ROUTINE USES: Information gathered on this form may be used by Department of Defense officials, to assist the prisoner/detainee/awardee in identifying and solving personal problems.

VOLUNTARY DISCLOSURE: Completion of this form is voluntary; however, failure to provide the requested information may prevent or limit the staff of the brig/correctional custody unit from helping the prisoner/detainee/awardee to attain certain privileges.

## PERSONAL INFORMATION

NAME: \_\_\_\_\_ SSN \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_ RACE \_\_\_\_\_

OFFICIAL RESIDENCE: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_

MARITAL STATUS: (MARK X) ☐ SINGLE ☐ MARRIED ☐ DIVORCED ☐ SEPARATED  
☐ WIDOWED

IF SEPARATED, DIVORCED, WIDOWED DATE: \_\_\_\_\_ REASON \_\_\_\_\_  
 DD MM YY

DATE OF MARRIAGE: \_\_\_\_\_ SPOUSE'S NAME \_\_\_\_\_

LOCATION OF MARRIAGE: \_\_\_\_\_ HOW MANY CHILDREN? \_\_\_\_\_

MARITAL STATUS OF PARENTS: ☐ STILL MARRIED ☐ DIVORCED DATE: \_\_\_\_\_

NUMBER OF OLDER BROTHERS \_\_\_\_\_ NUMBER OF YOUNGER BROTHERS \_\_\_\_\_

NUMBER OF OLDER SISTERS \_\_\_\_\_ NUMBER OF YOUNGER SISTERS \_\_\_\_\_

FATHERS' OCCUPATION \_\_\_\_\_ MOTHER'S OCCUPATION \_\_\_\_\_

FAMILY FINANCIAL STATUS WHILE GROWING UP? \_\_\_\_\_

FATHER DECEASED: ☐ NO ☐ YES IF YES, DATE: \_\_\_\_\_

MOTHER DECEASED: ☐ NO ☐ YES IF YES, DATE: \_\_\_\_\_

WHO RAISED YOU AS A CHILD? \_\_\_\_\_

WERE YOU EVER PHYSICALLY OR SEXUALLY ABUSED AS A CHILD? ☐ NO ☐ YES

IF YES, EXPLAIN \_\_\_\_\_

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## PERSONAL HISTORY QUESTIONNAIRE

HOW WOULD YOU DESCRIBE YOUR PRESENT RELATIONSHIP WITH YOUR FAMILY? \_\_\_\_\_

## PRESENT OFFENSE INFORMATION

CONVICTED OFFENSE \_\_\_\_\_

YOUR VERSION (INCLUDE REASON) \_\_\_\_\_

PLACE OF COURT \_\_\_\_\_

TYPE OF COURT: (CIRCLE ONE) SUMMARY/SPECIAL/GENERAL/NJP PTA: YES / NO

SENTENCE AWARDED: CHL X \_\_\_\_\_ MOS/YRS FF# \_\_\_\_\_ X \_\_\_\_\_ MOS

RIR E- \_\_\_\_\_ TYPE DISCHARGE: (PLEASE CHECK ONE) ☐ BCD ☐ DD ☐ NONEIF UA, NUMBER OF DAYS \_\_\_\_\_ WERE YOU APPREHENDED? ☐ YES ☐ NOPRETRIAL CONFINEMENT: ☐ YES, NUMBER OF DAYS \_\_\_\_\_ ☐ NO

DEFENSE COUNSEL/LAWYER'S NAME \_\_\_\_\_

## MILITARY HISTORY

DATE FIRST ENLISTED \_\_\_\_\_ DATE OF REELISTMENT \_\_\_\_\_

LENGTH OF SERVICE: \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS HIGHEST RATE HELD: \_\_\_\_\_

REASON FOR ENLISTMENT: \_\_\_\_\_

SERVICE SCHOOLS SUCCESSFULLY ATTENDED? \_\_\_\_\_

WHAT DO YOU LIKE MOST ABOUT THE MILITARY? \_\_\_\_\_

WHAT DO YOU LIKE LEAST ABOUT THE MILITARY? \_\_\_\_\_

HOW WOULD YOU DESCRIBE YOUR OVERALL PERFORMANCE IN THE MILITARY? \_\_\_\_\_

IF YOU HAVE A DISCHARGE, WOULD YOU LIKE TO COMPLETE YOUR ENLISTMENT? ☐ YES☐ NOHOW WOULD YOU DESCRIBE YOURSELF? ☐ A. LEADER ☐ B. FOLLOWER ☐ C. LONER

NAVPERS 1640/24 (11-91)

APPENDIX A  
Enclosure (1)

A-2

05 FEB 1993

## PERSONAL HISTORY QUESTIONNAIRE

## PRIOR OFFENSE INFORMATION

## MILITARY OFFENSES

DATE	OFFENSE	SENTENCE	NJP/SCM/SPCM/GCM

## CIVILIAN OFFENSES (REGARDLESS OF AGE)

DATES	LOCATION	CHARGE	SENTENCE

## EDUCATION

HIGHEST GRADE COMPLETED: \_\_\_\_\_ DESCRIBE YOUR GRADES: \_\_\_\_\_

IF YOU DID NOT GRADUATE, WHAT IS THE REASON? \_\_\_\_\_

WERE YOU EVER SUSPENDED OR EXPELLED? ☐ NO ☐ YES REASON(S) \_\_\_\_\_WERE YOU EVER IN SPECIAL EDUCATION/REMEDIATION CLASSES? ☐ NO ☐ YES

WHICH CLASSES? \_\_\_\_\_

WHAT WAS YOUR FAVORITE CLASS? \_\_\_\_\_

WHAT WAS YOUR LEAST FAVORITE CLASS? \_\_\_\_\_

HAVE YOU EVER COMPLETED, OR BEEN CERTIFIED, IN A VOCATIONAL TRAINING COURSE?

☐ NO ☐ YES WHAT AREA(S) \_\_\_\_\_

WHAT EDUCATIONAL COURSES WOULD YOU TAKE ADVANTAGE OF IF THEY WERE OFFERED IN THE BRIG? \_\_\_\_\_

05 FEB 1993

## PERSONAL HISTORY QUESTIONNAIRE

## PRIOR EMPLOYMENT

WERE YOU EMPLOYED BEFORE JOINING THE NAVY? ☐ NO ☐ YES

HOW MANY JOBS? \_\_\_\_\_ AVERAGE LENGTH OF EACH JOB \_\_\_\_\_

WHAT WERE YOUR PRIMARY JOBS \_\_\_\_\_

WHAT WAS YOUR AVERAGE TAKE HOME PAY? \$ \_\_\_\_\_ PER MONTH

YOUR WORK HISTORY WAS CONSIDERED ☐ UNSKILLED ☐ SEM-SKILLED ☐ SKILLEDWERE YOU EVER FIRED? ☐ NO ☐ YES WHY \_\_\_\_\_IF NOT RETURNING TO DUTY, WHAT ARE YOUR JOB PLANS IMMEDIATELY FOLLOWING  
RELEASE \_\_\_\_\_

## HEALTH/SUBSTANCE ABUSE

DO YOU HAVE ANY PRESENT PHYSICAL HEALTH PROBLEMS? ☐ NO ☐ YES DESCRIBE \_\_\_\_\_DO YOU HAVE ANY PRESENT MENTAL HEALTH PROBLEMS? ☐ NO ☐ YES DESCRIBE \_\_\_\_\_HAVE YOU EVER BEEN SEEN BY A PSYCHIATRIST/PSYCHOLOGIST ☐ NO ☐ YES

EXPLAIN \_\_\_\_\_

HAVE YOU EVER TRIED TO HARM YOURSELF? ☐ NO ☐ YES HOW MANY TIMES? \_\_\_\_\_

LAST DATE \_\_\_\_\_ HOW? \_\_\_\_\_

WERE YOU HOSPITALIZED AS A RESULT? ☐ NO ☐ YES DO YOU HAVE ANY FEELINGABOUT HARMING YOURSELF? ☐ NO ☐ YES HAVE YOU HAD ANY DRUG RELATED PROBLEMS  
IN THE PAST? ☐ NO ☐ YES DESCRIBE \_\_\_\_\_HAVE YOU HAD ANY ALCOHOL RELATED PROBLEMS IN THE PAST? ☐ NO ☐ YES

IMMEDIATELY PRIOR TO CONFINEMENT, HOW OFTEN DID YOU USE:

DRUGS \_\_\_\_\_ ALCOHOL \_\_\_\_\_

NAVPERS 1640/24 (11-91)

APPENDIX A  
Enclosure (1)



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PRISONER/AWARD OF EVALUATION REPORT  
NAVPERS 1840/13 (REV. 6-81) S/N 0106 LF-016-4066

NAME (Last, First, Middle) SMATHERS, ERWIN A.			SERVICE NUMBER	RATE/GRADE SR	BRANCH OF SERVICE USN	TOTAL SERVICE 6 mos	GCT
DATE OF BIRTH 15 JAN 68	EDUCATION 11	MARITAL STATUS Single	HOME (City and State) Pittsburgh, PA			SOCIAL SECURITY NO. 000-11-0000	

## UCMJ ARTICLE VIOLATED

19 - Strike Petty Officer

## CIRCUMSTANCES OF OFFENSE

O/a 1 August 1989, SR Smathers was told to get ready for inspection. He stated that he had done all he intended to, and if the captain didn't like it, he could stuff it. When BT3 Holmes repeated the instructions, Smathers struck him with his fist.

DATE CONFINED 1 AUG 89	DATE SENTENCE BEGINS 10 AUG 89	DATE SENTENCE EXPIRES: NORMAL TERM 1/9/90 FULL TERM 2/9/90
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## PRIOR OFFENSES (Military)

1. 10 FEB 89 Absent from place of duty. Art. 15 reprimanded. 2. 20 FEB 89 Insubordination to PO. Art. 15, Restriction 10 days. 3. 1 MAR 89 created disturbance in barracks. Art. 15, Restriction 30 days. 4. Willfully destroy gov't property. Art. 15, ff\$150. False official statement, 1 APR 89 SCM CH 30 days, susp for 60 days.

## PRIOR OFFENSES (Civil)

None reported

## PERSONAL HISTORY (Short paragraph showing school adjustment, criminal record, economic status of family, and family relationships as given by prisoner/warden)

Completed 11 grades of school. No permanent employment prior to service. Family is low middle-income bracket; has two younger brothers, one sister. Relationship with parents not particularly close. Father encouraged him to join Navy.

## MILITARY ADJUSTMENT (Short paragraph showing adjustment to military life, work and conduct in brig/correctional custody unit)

Adjustment to military service not good. He seems to have problems in meeting responsibilities and he resents taking orders. Given a SCM for falsifying information on request for radioman's school.

## MEDICAL/NEUROPSYCHIATRIC (Brief diagnostic statement)

Asocial personality.

## PROBLEM AREA (Include any factors, e.g., mental, family, drinking, etc., which may give clues as to the reason for his/her present offense, including his/her attitude toward the service. Add a concluding paragraph giving interview impressions)

Smathers was left to his own devices in earlier years, having no strong parental guidance. He does not like being told what to do because he feels this means that people are "looking down" on him. This appears to be his basic problem.

Impression: Smathers has the native ability to serve well. If he can be taught to control his temper, Smathers should be restored to duty.

/s/ Homer Goode, Ph.D., Counselor  
(Signature)

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MOTIVATIONAL TRAINING PROGRAM

The program outlined below will be followed for the daily motivational training program. It will be provided on a 4 week cycle. While it is preferred that entry be at the beginning of a week, prisoners and awardees can commence training at any point. The program shall be provided by the Quarters Supervisor or Correctional Counselor and supervised by the Training Supervisor.

WEEK ONEPSYCHOLOGY OF WINNING

Monday	Film
Tuesday	Positive Self-Expectancy
	Positive Self Motivation
Wednesday	Positive Self Image
	Positive Self Direction
Thursday	Positive Self Control
	Positive Self Discipline
Friday	Positive Self Esteem
	Positive Self Projection
Saturday	Positive Self Awareness
Adventurer	
	Positive Self Projection
Sunday	Film/Review

WEEK THREEGETTING IT TOGETHER

Monday	Where We Are Today
Tuesday	Attitudes
Wednesday	Comfort Zones
Words	
Thursday	Motivational and Personal
	Accountability
Friday	The Self-Esteem Cycle
Saturday	Goals and Imprinting
Idea	
Sunday	Affirmations

WEEK TWOLEAD THE FIELD

The Magic Word
Acres of Diamonds
A Worthy Destination
Miracle of Your Mind
Destiny in the Balance
Seed for Achievement
It's Easier to Win
How Much Are You Worth
Let's Talk About Money
One Thing You Can't Hide
Today's Greatest
Man on the White Horse
Program Review

WEEK FOURGREAT IDEAS

This "Golden Age"
Your Vital Self-Image
Your Empathy Ego Balance
That's Good
Communicating Without
This Business Got Into Me
All the Energy You Want
What Failures Don't Do
Don't Lose the Luster
Creative Persuasion
How to Communicate an
The Only Real Security
Program Review

05 FEB 1995

RESTORATION PROGRAM

All prisoners who are scheduled to return to duty upon completion of confinement and all awardees assigned to the correctional custody unit shall attend the program outlined below. Prisoners shall be scheduled for attendance within 2 weeks of their scheduled release date, and awardees will attend the program during the last week of the correctional custody program.

DAY ONE

- 0800 - Customs and Courtesies
- 0900 - Videotape - "Where We Are Today"
- 1000 - Need for Laws and Discipline
- 1200 - UCMJ (Punitive articles) and Navy Regulations
- 1300 - Relationships with "Old Buddies"
- 1400 - Returning to parent command
- 1500 - Use of Chain of Command; Red Cross; Navy Relief

DAY TWO

- 0800 - Review problems on return to command
- 0900 - Videotape - "Attitudes"
- 1000 - Drug Abuse and Control
- 1200 - Water Survival

DAY THREE

- 0800 - Navy SITREP (Information Film)
- 0900 - How to change rates
- 1000 - Availability of Navy Education and Training Programs
- 1200 - Personal Adjustment: Tax returns, establishing credit; pitfalls of charging, buying "The Car"; insurance
- 1400 - Videotape - "Comfort Zones"
- 1500 - Alcohol Abuse

DAY FOUR

- 0800 - Videotape - Motivation and Personal Accountability
- 0900 - Marital adjustments
- 1000 - Discussion of "Pride and Professionalism"
- 1200 - Career Counseling
- 1300 - Legal Assistance
- 1400 - Videotape - "The Self-esteem Cycle"
- 1500 - Problem solving; decision making

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DAY FIVE

0800 - Videotape - "Goals and Imprinting

0900 - Continuation: Problem solving and decision making

1200 - Key Staff members

- Orders

- Pay

- Uniforms

- Transportation

- Leave enroute

1500 - Presentation by Brig Officer

PRE-RELEASE DISCHARGE PROGRAM

All prisoners being discharged from the service upon completion of confinement shall attend the below outlined program. This program will be provided during the last 2 weeks prior to the prisoner's scheduled release from confinement.

<u>SUBJECT</u>	<u>NO. OF HOURS</u>
1. Coping Skills (G. Graham)	7
2. Individual Counseling	3
Personal self concept/Responsibility	
Where prisoner plans to live	
Community Resources (Social Services, Vets)	
Medical Services/Medication Needed	
How prisoner will support self/others	
Personal items/date of release	
3. Work	7
Why work	
Getting a job/reading want ads	
Writing a resume/work history/Other	
Filling out a job application/format	
Interviewing for a job	
Keeping a job	
Educational/Vocational Training opportunities	
FICA/Wage deduction	
4. Fiscal	5
Managing money/budgets/debts	
Handling a checking account	
Establishing and maintaining credit/loans	
Preparing a Federal Income Tax Return	
Buying a used car/furniture	

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SUBJECT

NO. OF HOURS

5. Social

8.5

Citizenship/register to vote  
Housing (rent or buy)  
Personal Hygiene/dress  
Recreation/Exercise/Use of Free Time  
Obtaining Documents (Drivers License, Birth  
Certificates, Marriage License, Hunting/Fishing  
Licenses, Passports, Discharge Papers)  
Alcohol Abuse  
Religious Moral Guidance (marital problems, personal  
stress)  
Planning a family

6. Practical

5.0

Transportation Home  
Clemency Request/Appellate leave  
Effects of Other Than Honorable  
Release papers  
Payment of military fines  
Discharge gratuity  
Release clothing/civilian clothing  
Return of personal effects

7. Communication skills

4.5

With parents/spouse/children  
With friends/fellow workers  
With supervisors at work

DAILY BRIG ROUTINE

MONDAY AND WEDNESDAY

0430 REVEILLE - HEAVE OUT - STOW GEAR - MAKE RACKS  
0445 PREPARE FOR P.T.  
0450 COMMENCE P.T.  
0535 SECURE P.T. - COMMENCE SHOWER CALL  
0605 SECURE SHOWER CALL - SHIFT INTO WORKING UNIFORM -  
PREPARE FOR COUNT  
0610 COUNT  
0615 DETAINEES PREPARE MESS GEAR/MESS AREA - LAUNDRY  
CART TO LAUNDRY  
0630 BREAKFAST  
0700 SECURE BREAKFAST - CLEAN UP - SICK CALL -  
MEDICATION CALL  
0730 PERSONNEL INSPECTION IN WORKING UNIFORM BY BDO/QS  
0750 PRISONER WORKING PARTIES DEPART BRIG - DETAINEES  
COMMENCE WORK  
0900 COMMENCE SMOKE BREAK  
0915 SECURE SMOKE BREAK - RESUME WORK  
1055 PREPARE FOR COUNT  
1100 COUNT  
1105 DETAINEES PREPARE MESS GEAR/MESS AREA - MEDICATION  
CALL  
1120 LUNCH - BOX LUNCH AT WORK SITE  
1150 SECURE LUNCH - CLEAN UP - TURN TO  
1345 SMOKE BREAK  
1400 SECURE SMOKE BREAK - RESUME WORK  
1530 SECURE WORKING PARTIES - RETURN TO BRIG - SHIFT TO  
CLEAN UNIFORM  
1610 PREPARE FOR COUNT  
1615 COUNT  
1620 MEDICATION CALL - DETAINEES PREPARE MESS GEAR/MESS  
AREA  
1640 DINNER  
1710 SECURE DINNER - DISCHARGEES COMMENCE CLEAN-UP  
1715 COMMENCE GMT (RETURN TO DUTY AND DETAINEES ONLY)  
1740 SECURE GMT  
1745 COMMENCE NEWS COVERAGE  
1830 SECURE NEWS COVERAGE - COMMENCE MOTIVATIONAL  
TRAINING  
1930 SECURE MOTIVATIONAL TRAINING - COMMENCE COUNSELOR'S  
TIME DIRECTED SELF-STUDY, IN RATE TRAINING, EXTRA  
DUTY  
2030 SECURE COUNSELOR'S TIME, DIRECTED SELF STUDY, IN  
RATE TRAINING - COMMENCE PERSONAL TIME (UNIFORM  
PREP - LETTER WRITING, READING (TV PRIVILEGES FOR  
THOSE ENTITLED) - COMMENCE SHOWER CALL

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2110 SECURE PERSONAL TIME - COMMENCE CLEAN-UP  
2125 SECURE CLEAN-UP - PREPARE FOR COUNT  
2130 SECURE EXTRA DUTY - COUNT - TAPS

IF POSSIBLE DISCHARGEES AND RETURN TO DUTY PRISONERS WILL BE  
ASSIGNED TO SEPARATE WORK DETAILS.



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DAILY BRIG ROUTINETUESDAY

0430 REVEILLE - HEAVE OUT - STOW GEAR - MAKE RACKS  
0445 PREPARE FOR P.T.  
0450 COMMENCE P.T.  
0535 SECURE P. T. - COMMENCE SHOWER CALL  
0605 SECURE SHOWER CALL - SHIFT INTO WORKING UNIFORM -  
PREPARE FOR COUNT  
0610 COUNT  
0615 DETAINEES PREPARE MESS GEAR/MESS AREA - LAUNDRY  
CART TO LAUNDRY  
0630 BREAKFAST  
0700 SECURE BREAKFAST - CLEAN-UP - SICK CALL -  
MEDICATION CALL  
0730 PERSONNEL INSPECTION IN WORKING UNIFORM BY BDO/QS  
0750 PRISONER WORKING PARTIES DEPART BRIG - DETAINEES  
COMMENCE WORK  
0900 SMOKE BREAK  
0915 SECURE SMOKE BREAK - RESUME WORK  
1055 PREPARE FOR COUNT  
1100 COUNT  
1105 DETAINEES PREPARE MESS GEAR/MESS AREA - MEDICATION  
CALL  
1120 LUNCH - BOX LUNCH AT WORK SITE  
1150 SECURE LUNCH - CLEAN-UP - TURN TO  
1345 SMOKE BREAK  
1400 SECURE SMOKE BREAK - RESUME WORK  
1500 SECURE WORKING PARTIES - RETURN TO BRIG - SHIFT TO  
CLEAN UNIFORM  
1530 COMMENCE HEALTH AND COMFORT ITEMS ISSUE - THOSE  
PRISONERS NOT AT HEALTH AND COMFORT COMMENCE  
DIRECTED SELF-STUDY/IN-RATE TRAINING  
1610 SECURE DIRECTED SELF-STUDY/IN-RATE TRAINING -  
PREPARE FOR COUNT  
1615 COUNT  
1620 MEDICATION CALL - DETAINEES PREPARE MESS GEAR/MESS  
AREA  
1640 DINNER  
1710 SECURE DINNER - DISCHARGEES COMMENCE CLEAN-UP  
1715 COMMENCE GMT  
1740 SECURE GMT  
1745 COMMENCE NEWS COVERAGE  
1830 SECURE NEWS COVERAGE - COMMENCE MOTIVATIONAL  
TRAINING  
1930 SECURE MOTIVATIONAL TRAINING - COMMENCE COUNSELOR'S  
TIME, DIRECTED SELF-STUDY/IN-RATE TRAINING, EXTRA  
DUTY

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2030 SECURE COUNSELOR'S TIME, DIRECTED  
SELF-STUDY/IN-RATE TRAINING - COMMENCE PERSONAL  
TIME (UNIFORM PREP - LETTER WRITING, READING) (TV  
PRIVILEGES FOR THOSE ELIGIBLE) - COMMENCE SHOWER  
CALL  
2110 SECURE PERSONAL TIME - COMMENCE CLEAN-UP  
2125 SECURE CLEAN-UP - PREPARE FOR COUNT  
2130 SECURE EXTRA DUTY - COUNT - TAPS

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DAILY BRIG ROUTINETHURSDAY

0430 REVEILLE - HEAVE OUT - STOW GEAR - MAKE RACKS  
0445 PREPARE FOR P.T.  
0450 COMMENCE P.T.  
0535 SECURE P.T. - COMMENCE SHOWER CALL  
0605 SECURE SHOWER CALL - SHIFT INTO WORKING UNIFORM -  
PREPARE FOR COUNT  
0610 COUNT  
0615 DETAINEES PREPARE MESS GEAR/MESS AREA - LAUNDRY  
CART TO LAUNDRY  
0630 BREAKFAST  
0700 SECURE BREAKFAST - CLEAN UP - MEDICATION CALL  
0730 PERSONNEL INSPECTION IN WORKING UNIFORM BY BDO/QS  
0750 PRISONER WORKING PARTIES DEPART BRIG - DETAINEES  
COMMENCE WORK  
0900 COMMENCE SMOKE BREAK  
0915 SECURE SMOKE BREAK - RESUME WORK  
1055 PREPARE FOR COUNT  
1100 COUNT - DETAINEES PREPARE MESS GEAR/MESS AREA  
1115 WORKING PARTIES RETURN TO BRIG  
1120 LUNCH  
1150 SECURE LUNCH - CLEAN UP  
1200 GROUP COUNSELLING SESSIONS WITH COUNSELORS -  
PRISONERS NOT INVOLVED COMMENCE WORK/CLEANING  
ASSIGNMENTS/HAIRCUTS  
1300 COMMAND VISITS - PRISONERS NOT INVOLVED COMMENCE  
WORK/CLEANING ASSIGNMENTS  
1400 CHAPLAIN'S CALL - PRISONERS NOT INVOLVED COMMENCE  
WORK/CLEANING ASSIGNMENTS  
1500 CLOSE ORDER DRILL FOR DETAINEES AND RETURN TO DUTY  
PRISONERS DISCHARGEES COMMENCE DIRECTED SELF-STUDY  
1525 SECURE CLOSE ORDER DRILL  
1530 COMMENCE HEALTH AND COMFORT ISSUE - PRISONERS NOT  
INVOLVED COMMENCE DIRECTED SELF-STUDY/IN-RATE/  
TRAINING  
1600 SECURE HEALTH AND COMFORT ISSUE  
1610 SECURE DIRECTED SELF-STUDY/IN-RATE TRAINING -  
PREPARE FOR COUNT  
1615 COUNT  
1620 MEDICATION CALL - DETAINEES PREPARE MESS GEAR/MESS  
AREA  
1640 DINNER

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1710 SECURE DINNER - DISCHARGEES COMMENCE CLEAN-UP  
1715 COMMENCE GMT (RETURN TO DUTY AND DETAINEES ONLY)  
1740 SECURE GMT  
1745 COMMENCE NEWS COVERAGE  
1830 SECURE NEWS COVERAGE - COMMENCE MOTIVATIONAL  
TRAINING  
1930 SECURE MOTIVATIONAL TRAINING - COMMENCE COUNSELOR'S  
TIME, DIRECTED SELF-STUDY/IN-RATE TRAINING, EXTRA  
DUTY  
2030 SECURE COUNSELOR'S TIME, DIRECTED  
SELF-STUDY/IN-RATE TRAINING - COMMENCE PERSONAL  
TIME (UNIFORM PREP - LETTER WRITING - READING) -  
(TV PRIVILEGES FOR THOSE ELIGIBLE) - COMMENCE  
SHOWER CALL  
2110 SECURE PERSONAL TIME - COMMENCE CLEAN-UP  
2125 SECURE CLEAN-UP - PREPARE FOR COUNT  
2130 SECURE EXTRA DUTY - COUNT - TAPS

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DAILY BRIG ROUTINEFRIDAY

0430 REVEILLE - HEAVE OUT - STOW GEAR - MAKE RACKS  
0445 PREPARE FOR P.T.  
0450 COMMENCE P.T.  
0535 SECURE P.T. - COMMENCE SHOWER CALL  
0605 SECURE SHOWER CALL - SHIFT INTO WORKING UNIFORM -  
PREPARE FOR COUNT  
0610 COUNT  
0615 DETAINEES PREPARE MESS GEAR/MESS AREA - LAUNDRY  
CART TO LAUNDRY  
0630 BREAKFAST  
0700 SECURE BREAKFAST - CLEAN UP - SICK CALL -  
MEDICATION CALL  
0800 PERSONNEL INSPECTION IN WORKING UNIFORM BY CO/OIC  
FOR DISCHARGEES AND DETAINEES - PRISONERS RETURNING  
TO DUTY SHIFT TO DRESS UNIFORM  
0820 WORKING PARTIES - DISCHARGEES ONLY - DEPART BRIG  
0830 PERSONNEL INSPECTION IN DRESS UNIFORM BY CO/OIC FOR  
PRISONERS RETURNING TO DUTY  
0900 RETURN TO DUTY PRISONERS WORKING PARTIES DEPART  
BRIG  
0930 COMMENCE SMOKE BREAK  
0945 SECURE SMOKE BREAK - RESUME WORK  
1055 PREPARE FOR COUNT  
1100 COUNT  
1105 DETAINEES PREPARE MESS GEAR/MESS AREA - MEDICATION  
CALL  
1120 LUNCH - BOX LUNCH AT WORK SITE  
1150 SECURE LUNCH - CLEAN UP - TURN TO  
1345 SMOKE BREAK  
1400 SECURE SMOKE BREAK - RESUME WORK  
1530 SECURE WORKING PARTIES - RETURN TO BRIG - SHIFT TO  
CLEAN UNIFORM  
1610 PREPARE FOR COUNT  
1615 COUNT  
1620 MEDICATION CALL - DETAINEES PREPARE MESS GEAR/MESS  
AREA  
1640 DINNER  
1710 SECURE DINNER - DISCHARGEES COMMENCE CLEAN-UP  
1715 COMMENCE GMT (RETURN TO DUTY AND DETAINEES ONLY)  
1740 SECURE GMT  
1745 COMMENCE NEWS COVERAGE

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1830 SECURE NEWS COVERAGE - COMMENCE MOTIVATIONAL  
TRAINING  
1930 SECURE MOTIVATIONAL TRAINING - COMMENCE COUNSELOR'S  
TIME, DIRECTED SELF-STUDY, IN RATE TRAINING, EXTRA  
DUTY  
2030 SECURE COUNSELOR'S TIME, DIRECTED SELF STUDY, IN  
RATE TRAINING - COMMENCE PERSONAL TIME (UNIFORM  
PREP - LETTER WRITING, READING (TV PRIVILEGES FOR  
THOSE ELIGIBLE) - COMMENCE SHOWER CALL  
2110 SECURE PERSONAL TIME - COMMENCE CLEAN-UP  
2125 SECURE CLEAN-UP - PREPARE FOR COUNT  
2130 SECURE EXTRA DUTY - COUNT - TAPS

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DAILY BRIG ROUTINESATURDAY

0500 REVEILLE - HEAVE OUT - STOW GEAR - MAKE RACKS  
0515 PREPARE FOR P.T.  
0520 COMMENCE P.T.  
0600 SECURE P. T. - COMMENCE SHOWER CALL  
0655 SECURE SHOWER CALL - SHIFT INTO WORKING UNIFORM -  
PREPARE FOR COUNT  
0700 COUNT  
0705 DETAINEES PREPARE MESS GEAR/MESS AREA -- LAUNDRY  
CART TO LAUNDRY  
0715 BREAKFAST  
0745 SECURE BREAKFAST - CLEAN-UP - SICK CALL -  
MEDICATION CALL  
0800 DISCHARGEES AND DETAINEES COMMENCE FIELD DAY -  
RETURN TO DUTY PRISONERS PREPARE FOR FULL SEABAG  
INSPECTION  
0830 SEA BAG INSPECTION FOR RETURN TO DUTY PRISONERS BY  
BDO  
0845 RETURN TO DUTY PRISONERS JOIN FIELD DAY  
0900 COMMENCE SMOKE BREAK  
0915 SECURE SMOKE BREAK - RESUME WORK  
1055 PREPARE FOR COUNT  
1100 COUNT  
1105 DETAINEES PREPARE MESS GEAR/MESS AREA - MEDICATION  
CALL  
1120 LUNCH  
1150 SECURE LUNCH - RESUME WORK/CLEANING ASSIGNMENTS -  
COMMENCE INCENTIVE PROGRAM  
1345 SMOKE BREAK  
1400 SECURE SMOKE BREAK - RESUME WORK  
1500 SECURE WORK/CLEANING ASSIGNMENTS  
1505 COMMENCE ORGANIZED ATHLETICS/PERSONAL TIME  
1550 SECURE ORGANIZED ATHLETICS/PERSONAL TIME - COMMENCE  
SHOWER CALL  
1610 SECURE SHOWER CALL - PREPARE FOR COUNT  
1615 COUNT  
1620 MEDICATION CALL - DETAINEES PREPARE MESS GEAR/MESS  
AREA  
1640 DINNER  
1710 SECURE DINNER - DISCHARGEES COMMENCE CLEAN-UP  
1715 COMMENCE GMT (RETURN TO DUTY AND DETAINEES ONLY)  
1740 SECURE GMT  
1745 COMMENCE NEWS COVERAGE  
1830 SECURE NEWS COVERAGE - COMMENCE MOTIVATIONAL  
TRAINING

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1930 SECURE MOTIVATIONAL TRAINING - COMMENCE RECREATION  
CALL - EXTRA DUTY  
2030 COMMENCE SHOWER CALL  
2110 SECURE SHOWER CALL - COMMENCE CLEAN-UP  
2125 SECURE EXTRA DUTY - PREPARE FOR COUNT  
2130 SECURE EXTRA DUTY - COUNT - TAPS



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BRIG DAILY ROUTINESUNDAY/HOLIDAY

0500 REVEILLE - HEAVE OUT - STOW GEAR - MAKE RACKS  
0515 PREPARE FOR P.T  
0520 COMMENCE P.T.  
0600 SECURE P.T. - COMMENCE SHOWER CALL  
0655 SECURE SHOWER CALL - SHIFT INTO WORKING UNIFORM -  
PREPARE FOR COUNT  
0700 COUNT  
0705 DETAINEES PREPARE MESS GEAR/MESS AREA - MEDICATION  
CALL  
0715 BREAKFAST  
0745 SECURE BREAKFAST - CLEAN-UP  
0800 PERSONAL TIME  
0930 COMMENCE ORGANIZED ATHLETICS  
1030 SECURE ORGANIZED ATHLETICS AND PERSONAL TIME -  
SHOWER CALL  
1055 PREPARE FOR COUNT  
1100 COUNT  
1105 DETAINEES PREPARE MESS GEAR/MESS AREA  
1120 LUNCH  
1150 SECURE LUNCH - CLEAN-UP  
1200 RECREATION CALL - MEDICATION CALL  
1300 VISITORS CALL/RECREATION CALL  
1500 SECURE VISITORS CALL/RECREATION CALL - COMMENCE  
MOTIVATIONAL TRAINING  
1600 SECURE MOTIVATIONAL TRAINING  
1640 DINNER  
1710 SECURE DINNER - COMMENCE CLEAN-UP  
1730 SECURE CLEAN-UP - COMMENCE NEWS COVERAGE  
1830 SECURE NEWS COVERAGE - COMMENCE PERSONAL TIME  
2030 SECURE PERSONAL TIME - COMMENCE SHOWER CALL  
2110 SECURE SHOWER CALL - CLEAN-UP  
2125 SECURE CLEAN-UP - PREPARE FOR COUNT  
2130 COUNT - TAPS

ARRANGEMENTS WILL BE MADE FOR ALL PRISONERS TO ATTEND  
WORSHIP SERVICE OF THEIR CHOICE (EXCEPT THOSE IN D-SEG).  
SERVICES SHOULD BE PROVIDED IN THE WATERFRONT BRIG IF AT  
ALL POSSIBLE.

05 FEB 1993

## WATERFRONT BRIG/CCU EVALUATION

The following evaluation procedure will be implemented in all Navy waterfront brigs and correctional custody units.

1. Forms 809 (F1 thru F6) will be used for data gathering. Processing and evaluation of data will be performed by the Navy Personnel Research and Development Center (NAVPERSRANDCEN), San Diego, CA. Point of contact for obtaining forms, questions, and training is Dr. Elyse Kerce, DSN 553-7606, Commercial: (619) 553-7606. Completed forms will be forwarded to:

Navy Personnel Research and Development Center  
San Diego, CA 92152-6800  
ATTN: Dr. Elyse W. Kerce, Code 161

2. The following procedures will be followed for each form:

a. Form 809-F1 (Responsible Service Member)

(1) Purpose: Allows staff members most familiar with a prisoner/detainee/awardee to rate him or her on desirable traits and behaviors, providing information for both classification and evaluation.

(2) Completed by: Two different staff members (e.g., quarters supervisor, work center supervisor, Leading Petty Officer (LPO), case manager, counselor, etc.) most familiar with a prisoner/detainee/awardee at each of three points in time.

(3) Completed when: During the orientation/program development period. Staff members must be those who have observed the prisoner/detainee/awardee regularly and who are familiar with his or her behavior. NAVCONBRIG staff will complete the form even if it was completed previously by waterfront brig staff.

(a) 5 days after prisoner/detainee/awardee leaves orientation and enters his or her assigned housing unit.

(b) During final 5 days of prisoner's/detainee's/awardee's sentence.

(c) At other times if desired.

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(4) How to complete: This is currently a paper and pencil instrument which will be converted to a computerized version in the near future. The two raters of a prisoner/detainee/awardee must complete the form independently. The rater will enter the member's social security number where indicated at the top of the form, and the rater's identification number at the bottom.

(5) Disposition: The staff person completing Form 809-F1 will enter the information into CORMIS. If the form is not on CORMIS, the staff person completing the Form 809-F1 will place the completed paper form in the deputy brig/CCU officer's box.

(6) Interpretation: Staff and classification boards will use their subjective, prudent interpretation of the entries on the form to determine the prisoner's/detainee's/awardee's level of responsibility. Future analysis of this data will provide a more objective interpretation of the scores.

b. Form 809-F2, PINES (Personality Inventory and Evaluation Survey) Questionnaire

(1) Purpose: This questionnaire measures the prisoner/detainee/awardee on certain personality traits of interest (e.g., self-esteem or external locus of control) before and after programs and retraining.

(2) Completed by: All prisoners/detainees/awardees.

(3) Completed when: During the initial orientation period and again in the final 5 days before being released from the waterfront brig or CCU. When a prisoner/detainee is transferred from one brig to another, the PINES will be administered at checkout from the first Brig and in orientation at the new Brig facility.

(4) Disposition: The PINES questionnaire will be administered by the program evaluator or a qualified designee, who will then enter the data into CORMIS.

(5) Interpretation: Data will be analyzed by NAVPERSRANDCEN, San Diego, CA program evaluator. Feedback will be provided to the CCU on a regular basis.

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c. Form 809-F3 (Pre-Release Questionnaire)

(1) Purpose: To assess the prisoner's/detainee's/awardee's perception of his/her confinement in the waterfront brig/CCU; which programs were perceived to be beneficial; which staff members were most helpful; and perceived changes in attitudes and behaviors.

(2) Completed by: All prisoners/detainees/awardees

(3) Completed when: This questionnaire will be administered by the program evaluator or a qualified designee on the prisoner's/detainee's/awardee's last day at the waterfront brig/CCU as part of the check out procedure.

(4) Disposition: Completed pre-release questionnaires will be processed by the program evaluator or designee.

(5) Interpretation: Analysis of pre-release data will be performed by NAVPERSRANDCEN and feedback will be provided to the waterfront brig/CCU on a regular basis.

d. Form 809-F4 (Command Follow-up Questionnaire - Brig)

(1) Purpose: To assess performance and recidivism of prisoners being released to active duty.

(2) Completed by: Commanding officer, or designee, of commands to which prisoners have been returned.

(3) Completed when: 3 months, 6 months, and 1 year after prisoner's release from the Brig.

(4) Disposition: NAVPERSRANDCEN program evaluator will send out and receive follow-up questionnaires.

(5) Interpretation: Analysis of follow-up data will be performed by NAVPERSRANDCEN program evaluator with regular feedback to the Brig.

e. Form 809-F5 (Command Follow-up Questionnaire - CCU)

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(1) Purpose: To assess performance and recidivism of awardees being returned to their commands.

(2) Completed by: Commanding officer, or designee, of commands to which awardees have been returned.

(3) Completed when: 3 months, 6 months, and 1 year after awardee has returned to his or her command.

(4) Disposition: NAVPERSRANDCEN program evaluator will send out and receive follow-up questionnaires.

(5) Interpretation: Analysis of follow-up data will be performed by NAVPERSRANDCEN program evaluator with regular feedback to the Brig or CCU.

f. Form 809-F6 (Corrections Staff Questionnaire)

(1) Purpose: To assess staff members' attitudes toward prisoners and about the role of corrections; to assess staff members' perceptions of their jobs, including job satisfaction.

(2) Completed by: All military and civilian staff.

(3) Completed when: All staff members will complete the questionnaire (Form 809-F6A) at the Corrections Training Academy upon arrival for initial training, and then Form 809-F6B on the final day of initial training. The questionnaire (Form 809-F6C) will be administered to military staff when they are rotated from corrections duty, and to civilian staff during their final week of assignment or employment at the Brig/CCU or after 3 years, whichever comes first.

(4) Disposition: Questionnaire responses from the first two administrations will be entered into CORMIS at the training academy. Questionnaire responses from the third administration will be entered into CORMIS by the program evaluator or designee. Where CORMIS program is not available the paper copies will be sent to NAVPERSRANDCEN.

APPENDIX L  
Enclosure (1)

L-4

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(5) Interpretation: Analysis of staff data will be performed by the NAVPERSRANDCEN evaluation staff.

Forms 809-F1 - Responsible Service Member  
809-F2 - PINES  
809-F3 - Prisoner Pre-Release Questionnaire  
809-F4 - Follow-up Brig  
809-F5 - Follow-up CCU  
809-F6 - Staff Questionnaire (A, B, C)

## SUBMISSION OF FINGERPRINT CARDS

1. Purpose. To provide guidance for the submission of prisoner fingerprints as required by reference (a), Article 8304. Pages M-5 through M-7 of this instruction provide samples of forms to be used.

2. Definitions. As used in this document, the following definitions apply:

a. FD-249, Fingerprint Card, FBI Form for fingerprint specimens. (See page M-5 and M-6.)

b. FD-1-178, Requisition for Ordering Identification Supplies, FBI order form for identification supplies. (See page M-7.)

3. Policy. Applicable prisoner fingerprint and criminal history information shall be submitted to the Federal Bureau of Investigation (FBI) for inclusion in the computerized Criminal History file of the National Crime Information Center (NCIC).

### 4. Procedures

a. Applicability. Waterfront brigs/CCU's will submit fingerprints and criminal charges only if a prisoner meeting these criteria is to be released from the waterfront brig/CCU. If the prisoner is being transferred to a NAVCONBRIG from a waterfront brig/CCU, the NAVCONBRIG will submit the fingerprint cards.

b. Criteria. Fingerprint cards and criminal charges will be submitted on prisoners who meet the following criteria established by DOD Directive 1325.4 of 19 May 1988 (NOTAL);

(1) Sentenced to dismissal or punitive discharge;

(2) Convicted of an offense that is not "military unique" (e.g., unauthorized absence, disobedience, or disrespect). See page M-4 for a listing of reportable offenses.

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(3) Convicted of an offense that carries a possible, repeat possible, sentence to confinement of 1 year or more.

c. Forms. The following forms will be used and are ordered from the FBI:

(1) FD-249 Fingerprint Card, with red ink: To be completed, with criminal charges, only after the prisoner has been adjudged; FD-258, which states APPLICANT in upper left corner and has blue ink, is not to be used.

(2) FD-1-178, Requisition for Ordering Identification Supplies: Used to order supplies from the FBI Identification Division.

d. Disposition of Forms

(1) FD-249 is to be mailed by the Brig directly to:

Federal Bureau of Investigation  
Identification Division  
10th and Pennsylvania Ave., N. W.  
Washington, D. C. 20537-9700

(2) Do not mail this form to CHNAVPERS (Pers-84).

(3) FD-249 will be forwarded only after a sentence is adjudged.

(4) The Brig will place its name in the block "State Usage" on FD-249.

(5) The Brig will retain a copy of each form.

e. Training. Staff shall be trained in fingerprinting before being assigned to the function. Training may be obtained from the station security or local law enforcement offices.

f. Form Completion Instructions

(1) Instructions on how to complete each form are found printed on the forms supplied by the FBI. Ensure information on charges is included.



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(2) Brig Identification. The Navy's Organization Requisition Identification (ORI) number is USNDC0100 and must be included on FD-1-178 to ensure preprinting on each batch of cards ordered from the FBI.

(3) Only certain UCMJ charges are reportable offenses and they shall be reported in the charge block of FD-249 as indicated on page M-4. If the offense does not appear on page M-4, do not report the charge to the FBI.

g. Inkless Fingerprints. If inkless fingerprinting is to be done, use cards from IDENTIFICATOR DIGIT 10 or DACTEK. Have the company preprint the cards, or use labels, or type individually.

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FBI REPORTABLE OFFENSES

Only certain UCMJ charges are reportable offenses and they shall be reported in the charge block of Form FD-249 as indicated under the columns "ENTER AS" and "BRIEF DESCRIPTION". If the offense does not appear on this list, do not report the charge to the FBI. Example: Service member guilty of UCMJ Article 124 - maiming, the Form FD-249 charge block should read "10 USC 924 - maiming".

<u>UCMJ ARTICLE</u>	<u>ENTER AS</u>	<u>BRIEF DESCRIPTION</u>
090	10 USC 890	ASSAULT
095A	10 USC 895A	ESCAPE
103A	10 USC 903A	LOOTING/PILLAGING
104	10 USC 904	AID ENEMY
106, 106A	10 USC 906	SPYING; ESPIONAGE
108B	10 USC 908B	SELL FIREARMS/EXPLOSIVES/ INCENDIARIES
110	10 USC 910	HAZARD VESSEL
111	10 USC 911	DRUNK DRIVING, PERSONAL INJURY
112	10 USC 912	USE, POSSESS, DISTRIBUTE DRUGS
116	10 USC 916	CAUSE/PARTICIPATE RIOT
118	10 USC 918	MURDER
119	10 USC 919	VOLUNTARY MANSLAUGHTER INVOLUNTARY MANSLAUGHTER
120	10 USC 920	RAPE; CARNAL KNOWLEDGE
121	10 USC 921	LARCENY, WRONGFUL APPROPRIATE OVER \$100
122	10 USC 922	ROBBERY WITH FIREARM
123	10 USC 923	FORGERY
124	10 USC 924	MAIMING
125	10 USC 925	SODOMY BY FORCE WITHOUT CONSENT WITH CHILD UNDER 16; OTHER
126	10 USC 926	ARSON
127	10 USC 927	EXTORTION
128	10 USC 928	ASSAULT AND BATTERY
129	10 USC 929	BURGLARY
130	10 USC 930	HOUSEBREAKING
131	10 USC 931	PERJURY
134	10 USC 934	ENTER DESCRIPTION IF MAX PUNISHMENT POSSIBLE IS MORE THAN ONE YEAR, E.G., ASSAULT WITH INTENT

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LEAVE BLANK FOR FBI USE		TYPE OR PRINT ALL INFORMATION IN BLOCK		FBI	
		LAST NAME <u>NAM</u> FIRST NAME <u>JOHN</u> M. NAME <u>JOSEPH</u>			
		NAME OBTAINED FROM SUBJECT			
STATE USAGE FOR STATE BUREAU USE		ALIASES <u>ROBERT SMITH</u>		CONTRIBUTOR O R I YOUR AGENCY & ORI WILL BE PREPRINTED BY THE FBI	
NATURE OF PERSON FINGERPRINTED MAY PROVE TO BE VALUABLE EVIDENCE		OTHER NAMES USED BY SUBJECT		DATE OF BIRTH <u>DOB</u> Month Day Year 7-18-48	
THIS DATA MAY BE COMPUTERIZED IN LOCAL STATE AND NATIONAL FILES		DATE ARRESTED OR RECEIVED <u>DOA</u> MONTH-DAY-YEAR		SEX <u>M</u> RACE <u>W</u> HGT <u>72"</u> WGT <u>178</u> EYES <u>BRO</u> HAIR <u>BLK</u> PLACE OF BIRTH <u>POB</u> CITY & STATE	
DATE	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS YOUR SIGNATURE	YOUR NO. <u>OCA</u> NUMBER TO BE QUOTED IN FBI REPLY		LEAVE BLANK	
CHARGE	E.G. 1. ROBBERY-BUSINESS-GUN NCIC CODE: 1201 2. AGGRAV ABULT-POL OFF-GUN NCIC CODE: 1310 3. POSSESS STOLEN PROP NCIC CODE: 2804	FBI NO. <u>FBI</u> INSERT FBI NO. IN THIS SPACE, IF KNOWN		CLASS	
FINAL DISPOSITION	1. IF FINAL DISPOSITION NOT NOW AVAILABLE, SUBMIT LATER ON FORM R-84. 2. SHOW INTERIM OR ARRESTING AGENCY DISPOSITION ON REVERSE SIDE OF THIS CARD.	SID NO. <u>SID</u> STATE/IDENT BUREAU NO. INSERT IF APPLICABLE		REF.	
		SOCIAL SECURITY NO. <u>SOC</u> INSERT IF KNOWN		NCIC CLASS - FPC	
		CAUTION <input checked="" type="checkbox"/>			
A. INCLUDE H.C.I.C. UNIFORM OFFENSE CODE WITH CHARGE WHENEVER POSSIBLE.		IF SPECIAL CAUTION SHOULD BE USED WHEN DEALING WITH SUBJECT, CHECK (✓) CAUTION BLOCK AND EXPLAIN BASIS FOR CAUTION ON REVERSE SIDE IN APPROPRIATE BLOCK.			
B. PLACE STATE PENAL CODE NUMBERS OR LOCAL CITATION NUMBERS ON REVERSE SIDE IN STATUTE CITATION BLOCK					
1 R THUMB	2 R INDEX	3 R MIDDLE	4 R RING	5 R LITTLE	
C. HOSPITALS NEED ONLY USE WORD "PATIENT"				A. MUST BE IN CORRECT ORDER. B. IF DATE OF BIRTH UNKNOWN, LIST APPROXIMATE AGE.	
<h1>SPECIMEN FINGERPRINT CARD</h1>					
6 L THUMB	7 L INDEX	8 L MIDDLE	9 L RING	10 L LITTLE	
MAKE CERTAIN ALL IMPRESSIONS ARE LEGIBLE, FULLY ROLLED AND CLASSIFIABLE.					
ALL INFORMATION REQUESTED IS ESSENTIAL.					
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		1. THUMB	R THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D.C. 20537

<p>PALM PRINTS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>PHOTO AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"><li>1. UNLESS OTHERWISE PROVIDED BY REGULATION IN YOUR STATE, FINGERPRINTS ARE TO BE SUBMITTED DIRECTLY TO FBI IDENTIFICATION DIVISION FORWARD IMMEDIATELY FOR MOST EFFECTIVE SERVICE.</li><li>2. FINGERPRINTS SHOULD BE SUBMITTED BY <u>ARRESTING AGENCY ONLY</u> (MULTIPLE PRINTS ON SAME CHARGE SHOULD NOT BE SUBMITTED BY OTHER AGENCIES SUCH AS JAILS RECEIVING AGENCIES ETC.) REQUESTS COPIES OF FBI IDENTIFICATION RECORD FOR ALL OTHER INTERESTED AGENCIES IN BLOCK BELOW. GIVE COMPLETE MAILING ADDRESS INCLUDING ZIP CODE.</li><li>3. TYPE OR PRINT ALL INFORMATION.</li><li>4. NOTE AMPUTATIONS IN PROPER FINGER BLOCKS.</li><li>5. LIST FINAL DISPOSITION IN BLOCK ON FRONT SIDE. IF NOT NOW AVAILABLE, SUBMIT LATER ON FBI FORM 8-84 FOR COMPLETION OF RECORD. IF FINAL DISPOSITION NOT AVAILABLE, SHOW PRE-TRIAL OR ARRESTING AGENCY DISPOSITION e.g., RELEASED NO FORMAL CHARGE, BAIL, TURNED OVER TO, IN THE ARREST DISPOSITION BLOCK PROVIDED ON THIS SIDE.</li><li>6. MAKE CERTAIN ALL IMPRESSIONS ARE LEGIBLE, FULLY ROLLED AND CLASSIFIABLE.</li><li>7. CAUTION - CHECK BOX ON FRONT IF CAUTION STATEMENT INDICATED. BASIS FOR CAUTION (ICO) MUST GIVE REASON FOR CAUTION. e.g., ARMED AND DANGEROUS, SUICIDAL, ETC.</li><li>8. MISCELLANEOUS NUMBER (AMNU) - SHOULD INCLUDE SUCH NUMBERS AS MILITARY SERVICE, PASSPORT AND/OR VETERANS ADMINISTRATION (IDENTIFY TYPE OF NUMBER).</li><li>9. PROVIDE STATUTE CITATION, IDENTIFYING SPECIFIC STATUTE (example - PL for PENAL LAW) AND CRIMINAL CODE CITATION INCLUDING ANY SUB-SECTIONS.</li><li>10. ALL INFORMATION REQUESTED IS ESSENTIAL.</li><li>11. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.</li></ol>
<p>IF ARREST FINGERPRINTS SENT FBI PREVIOUSLY AND FBI NO. UNKNOWN, FURNISH ARREST NO. _____ DATE _____</p> <p>DATA ON PRIOR ARREST ONLY</p>	
<p>STATUTE CITATION (SEE INSTRUCTIONS NO. 9) <u>CIT</u></p> <ol style="list-style-type: none"><li>1. SHOW SEPARATE CITATION OR PENAL CODE NUMBER</li><li>2. FOR EACH CHARGE PLACED ON FRONT SIDE.</li><li>3.</li></ol>	
<p>ARREST DISPOSITION (SEE INSTRUCTION NO. 5) <u>ADN</u></p> <p>E.G. HELD FOR GRAND JURY IF DISPOSITION IS FINAL, ENTER ON FACE OF CARD. ENTER PENDING OR TEMPORARY DISPOSITION HERE.</p>	
<p>EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO.</p> <p>USEFUL FOR FOLLOWUP INVESTIGATION</p>	
<p>OCCUPATION</p> <p>A GOOD INVESTIGATIVE LEAD</p>	
<p>RESIDENCE OF PERSON FINGERPRINTED</p> <p>MAY BE VALUABLE IN SUBSEQUENT FUGITIVE INVESTIGATION.</p>	
<p>SCARS, MARKS, TATTOOS, AND AMPUTATIONS <u>SMT</u></p> <p>FINGER, HAND, AND ARM AMPUTATIONS SHOULD ALSO BE NOTED IN APPROPRIATE FINGER BLOCKS ON FRONT SIDE.</p>	
<p>FOR CAUTION <u>ICO</u></p> <p>E.G. ARMED AND DANGEROUS - SUICIDAL TENDENCIES</p>	
<p>DATE OF OFFENSE <u>DOO</u> SKIN TONE <u>SKN</u></p> <p>IF KNOWN E.G. LIGHT</p>	
<p>DISC. NO. <u>AMNU</u> 38-98-49-300 SELECTIVE SERVICE</p> <p>IDENTIFY TYPE OF NUMBER NO</p>	
<p>ADDITIONAL INFORMATION</p>	<p>REPLY DESIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> IF NOT CHECKED, RESPONSE WILL BE SENT.</p> <p>REPLY WILL BE SENT IN ALL CASES IF SUBJECT FOUND TO BE WANTED.</p> <p>IF COLLECT WIRE OR COLLECT TELEPHONE REPLY DESIRED. DO NOT CHECK UNLESS WILLING TO INDICATE HERE. (WIRE SENT ON ALL UNKNOWN DECEASED) ACCEPT COLLECT CHARGES</p> <p>WIRE REPLY <input type="checkbox"/> TELEPHONE REPLY <input type="checkbox"/> TELEPHONE NO. AND AREA CODE _____</p> <p>SEND COPY TO NAME <u>DBI</u> NUMBER AND ADDRESS _____</p> <p>INDICATE ANY ADDITIONAL COPIES TO OTHER AGENCIES IN THIS SPACE. GIVE THEIR COMPLETE MAILING ADDRESS, ZIP CODE &amp; ORI NUMBER</p> <p>LEAVE BLANK</p> <p><b>FOR FBI USE</b></p> <p>U.S.G.P.O. 1989-172-723</p>

FD-249 (REV. 12-29-82)

FD-249  
APPENDIX M  
Enclosure (1)

M-6

Requisition for Ordering Identification Supplies  
1-178 (Rev. 2-15-89)

(Use for ordering supplies from the FBI  
Identification Division)

05 FEB 1993

To: Federal Bureau of Investigation Identification Division Washington D. C. 20537-9700		Date
Please furnish the following:		
Form Number	Description	Quantity
FD-249	Arrest and Institution Fingerprint Cards	
FD-258	Applicant Fingerprint Cards	
FD-353	Personal Identification Fingerprint Cards	
	Envelopes 8 3/4 x 8 3/4" Self-addressed to FBI Ident. Div.	
R-84	Final Disposition Report Forms	
I-12	Wanted Notice Forms	
<b>NOTE:</b> Please check your stock of all supplies and order minimum of six months' requirements.  Allow sufficient time for shipment ORI number must be furnished.		ORI Number _____ Agency _____ Street or P.O. No. _____ City & State _____ Zip Code Number _____
		FBI/DOJ

05 FEB 1993

DAILY CCU ROUTINE

MONDAY, TUESDAY, WEDNESDAY, AND FRIDAY

0430 REVEILLE/HEAVE OUT/STOW GEAR/MAKE RACKS/MUSTER  
0445 PREPARE FOR P.T.  
0450 COMMENCE P.T.  
0545 SECURE P.T./SHOWER CALL/SHIFT INTO WORKING UNIFORM  
0605 COMMENCE SMOKE BREAK  
0615 SECURE SMOKE BREAK/MARCH TO GALLEY  
0700 SECURE BREAKFAST/MARCH TO CCU  
0710 COMMENCE SMOKE BREAK  
0720 SECURE SMOKE BREAK/CLAMP DOWN BERTHING AREAS & HEAD  
0730 SICK CALL/MEDICATION CALL  
0750 FALL OUT FOR COLORS  
0755 FIRST CALL TO COLORS  
0800 COLORS  
0805 PREPARE FOR PERSONNEL/LOCKER INSPECTION (WORKING  
UNIFORM)  
0815 PERSONNEL/LOCKER INSPECTION (BDO/CCU SUPERVISOR)  
0845 COMMENCE GMT  
0935 SECURE GMT/COMMENCE SMOKE BREAK  
0945 SECURE SMOKE BREAK/PREPARE FOR WORKING PARTY  
0950 DEPART CCU/MARCH TO WORK SITE  
1200 LUNCH/MEDICATION CALL/RADIO MUSTER (CCU SUPERVISOR)  
1220 SECURE LUNCH/COMMENCE SMOKE BREAK  
1230 SECURE SMOKE BREAK/POLICE AREA/TURN TO  
1435 COMMENCE SMOKE BREAK  
1445 SECURE SMOKE BREAK  
1600 SECURE WORKING PARTIES/MARCH TO CCU/SHIFT TO CLEAN  
WORKING UNIFORM/MUSTER/SHOWER CALL  
1620 MEDICATION CALL  
1630 DINNER/MARCH TO GALLEY  
1720 SECURE DINNER/RETURN TO CCU  
1730 COMMENCE SMOKE BREAK  
1740 SECURE SMOKE BREAK/COMMENCE MOTIVATIONAL TRAINING/NEWS  
CALL  
1900 SECURE MOTIVATIONAL TRAINING/NEWS CALL/COMMENCE  
COUNSELOR TIME FOR INDIVIDUAL INTERVIEW. THOSE NOT  
BEING INTERVIEWED CLEAN UP DORM/HEAD AREAS OR DO IN-  
RATE TRAINING  
2000 SECURE COUNSELOR TIME/COMMENCE DIRECTED SELF STUDY/IN-  
RATE TRAINING  
2030 SECURE DIRECTED SELF STUDY  
2040 COMMENCE PERSONAL TIME (UNIFORM PREP/READING/LETTER  
WRITING/SHOWER CALL/COMMENCE SMOKE BREAK (LIBRARY CALL  
FOR BLUE AND GREEN BADGE LEVELS ONLY)  
2115 SECURE SMOKE BREAK  
2125 SECURE PERSONAL TIME/MUSTER/PREPARE FOR TAPS  
2130 TAPS

N-1

APPENDIX N  
Enclosure (1)

05 FEB 1993

DAILY CCU ROUTINE

## THURSDAY

0430 REVEILLE/HEAVE OUT/STOW GEAR/MAKE RACKS/MUSTER  
0445 PREPARE FOR P.T.  
0450 COMMENCE P.T.  
0545 SECURE P.T./SHOWER CALL/SHIFT INTO WORKING UNIFORM  
0605 COMMENCE SMOKE BREAK  
0615 SECURE SMOKE BREAK/MARCH TO GALLEY  
0700 SECURE BREAKFAST/MARCH TO CCU  
0710 COMMENCE SMOKE BREAK  
0720 SECURE SMOKE BREAK/CLAMP DOWN BERTHING AREAS & HEAD  
0730 SICK CALL/MEDICATION CALL  
0750 FALL OUT FOR COLORS  
0755 FIRST CALL TO COLORS  
0800 COLORS  
0805 COMMENCE GMT  
0855 SECURE GMT/COMMENCE HAIRCUT CALL/COMMENCE SMOKE BREAK  
0945 SECURE SMOKE BREAK  
0950 FIELD DAY CCU SPACES AND ADJACENT AREAS  
1200 LUNCH/MEDICATION CALL/MUSTER  
1220 SECURE LUNCH/COMMENCE SMOKE BREAK  
1230 SECURE SMOKE BREAK  
1245 PREPARE FOR OIC'S PERSONNEL/LOCKER INSPECTION (DRESS  
UNIFORM)  
1300 OIC'S INSPECTION  
1330 COMMAND VISITS  
1435 COMMENCE SMOKE BREAK  
1445 SECURE SMOKE BREAK/COMMENCE CHAPLAIN'S CALL  
1515 SECURE CHAPLAIN'S CALL/COMMAND VISITS  
1530 TEAM SPORTS (VOLLEYBALL/BASKETBALL)  
1615 SHOWER CALL/CHANGE INTO CLEAN WORKING UNIFORM/MUSTER  
1620 MEDICATION CALL  
1630 DINNER/MARCH TO GALLEY  
1720 SECURE DINNER/RETURN TO CCU  
1730 COMMENCE SMOKE BREAK  
1740 SECURE SMOKE BREAK/COMMENCE MOTIVATIONAL TRAINING/NEWS  
CALL  
1900 SECURE MOTIVATIONAL TRAINING/NEWS CALL/COMMENCE  
COUNSELOR TIME FOR INDIVIDUAL INTERVIEW. THOSE NOT  
BEING INTERVIEWED CLEAN UP DORM/HEAD AREAS OR DO IN-  
RATE TRAINING

OPNAVINST 1640.7A

05 FEB 1993

2000	SECURE COUNSELOR TIME/COMMENCE DIRECTED SELF STUDY/IN-RATE TRAINING
2030	SECURE DIRECTED SELF STUDY
2040	COMMENCE PERSONAL TIME (UNIFORM PREP/READING/LETTER WRITING/SHOWER CALL/COMMENCE SMOKE BREAK (LIBRARY CALL FOR BLUE AND GREEN BADGE LEVELS ONLY)
2115	SECURE SMOKE BREAK
2125	SECURE PERSONAL TIME/MUSTER/PREPARE FOR TAPS
2130	TAPS

APPENDIX O  
Enclosure (1)

O-2



DAILY CCU ROUTINE

05 FEB 1993

## SATURDAY

0430 REVEILLE/HEAVE OUT/STOW GEAR/MAKE RACKS/MUSTER  
0445 PREPARE FOR P.T.  
0450 COMMENCE P.T.  
0545 SECURE P.T./SHOWER CALL/SHIFT INTO WORKING UNIFORM  
0615 CLAMP DOWN BERTHING AREAS & HEAD  
0645 COMMENCE SMOKE BREAK  
0655 SECURE SMOKE BREAK/BREAKFAST/MARCH TO GALLEY  
0725 SECURE BREAKFAST/MARCH TO CCU  
0730 SICK CALL/MEDICATION CALL  
0740 COMMENCE SMOKE BREAK  
0750 SECURE SMOKE BREAK/FALL OUT FOR COLORS  
0755 FIRST CALL TO COLORS  
0800 COLORS  
0805 PREPARE FOR FULL SEABAG LAYOUT INSPECTION  
0830 SEABAG INSPECTION (CCU SUPERVISOR)  
0900 SECURE SEABAG INSPECTION/COMMENCE GMT  
0945 SECURE GMT/COMMENCE SMOKE BREAK  
0955 SECURE SMOKE BREAK/PREPARE FOR WORKING PARTY  
1000 DEPART CCU/MARCH TO WORK SITE  
1105 MEDICATION CALL  
1200 LUNCH/RADIO MUSTER (CCU SUPERVISOR)  
1220 SECURE LUNCH/COMMENCE SMOKE BREAK  
1230 SECURE SMOKE BREAK/POLICE AREA/TURN TO  
1435 COMMENCE SMOKE BREAK  
1445 SECURE SMOKE BREAK  
1600 SECURE WORKING PARTIES/MARCH TO CCU/SHIFT TO CLEAN  
WORKING UNIFORM/MUSTER/SHOWER CALL  
1620 MEDICATION CALL  
1630 DINNER/MARCH TO GALLEY  
1720 SECURE DINNER/RETURN TO CCU/COMMENCE SMOKE BREAK  
1730 SECURE SMOKE BREAK/COMMENCE MOTIVATIONAL TRAINING/NEWS  
CALL  
1900 SECURE MOTIVATIONAL TRAINING/NEWS CALL/COMMENCE  
ORGANIZED SPOTS (VOLLEYBALL/BASKETBALL)  
2000 SECURE SPORTS  
2015 COMMENCE DIRECTED SELF STUDY/IN-RATE TRAINING  
2045 SECURE DIRECTED SELF STUDY  
2055 COMMENCE PERSONAL TIME (UNIFORM PREP/READING/LETTER  
WRITING/SHOWER CALL/COMMENCE SMOKE BREAK (LIBRARY CALL  
FOR BLUE AND GREEN BADGE LEVELS ONLY)  
2115 SECURE SMOKE BREAK  
2125 SECURE PERSONAL TIME/MUSTER/PREPARE FOR TAPS  
2130 TAPS

05 FEB 1993

DAILY CCU ROUTINE

## SUNDAY/HOLIDAYS

0500 REVEILLE/HEAVE OUT/STOW GEAR/MAKE RACKS/COUNT  
0515 PREPARE FOR P.T.  
0520 COMMENCE P.T.  
0600 SECURE P.T./SHOWER CALL/SHIFT INTO WORKING UNIFORM  
0630 CLAMP DOWN BERTHING AREAS & HEAD  
0655 COMMENCE SMOKE BREAK  
0705 SECURE SMOKE BREAK/MEDICATION CALL  
0710 BREAKFAST/MARCH TO GALLEY  
0745 SECURE BREAKFAST/MARCH TO CCU  
0750 FALL OUT FOR COLORS  
0755 FIRST CALL TO COLORS  
0800 COLORS  
0805 COMMENCE SMOKE BREAK  
0815 SECURE SMOKE BREAK/PERSONAL GOAL SETTING (SELF-  
REFLECTION/WRITE GOALS)  
0845 SECURE FROM PERSONAL GOAL SETTING/PREPARE FOR CHURCH  
CALL. THOSE NOT ATTENDING CHURCH CONTINUE PERSONAL  
GOAL SETTING.  
0900 CATHOLIC CHURCH CALL/DRESS UNIFORM/MARCH TO CHAPEL  
0915 CATHOLIC MASS  
1000 COMMENCE SMOKE BREAK  
1010 SECURE SMOKE BREAK  
1015 PROTESTANT CHURCH CALL/DRESS UNIFORM/MARCH TO CHAPEL  
1030 PROTESTANT DIVINE SERVICES  
1200 MEDICATION CALL  
1205 COUNT/LUNCH/MARCH TO GALLEY  
1250 SECURE LUNCH/MARCH TO CCU/COUNT/COMMENCE SMOKE BREAK  
1300 SECURE SMOKE BREAK/VISITORS CALL/ORGANIZED SPORTS FOR  
THOSE NOT RECEIVING VISITORS  
1435 COMMENCE SMOKE BREAK  
1445 SECURE SMOKE BREAK  
1500 SECURE VISITORS CALL  
1505 CLOSE ORDER DRILL  
1530 SECURE CLOSE ORDER DRILL/COMMENCE MOTIVATIONAL TRAINING  
1625 MEDICATION CALL  
1630 SECURE MOTIVATIONAL TRAINING/DINNER/MARCH TO GALLEY  
1720 SECURE DINNER/MARCH TO CCU/COUNT/COMMENCE SMOKE BREAK  
1730 SECURE SMOKE BREAK/COMMENCE GMT/NEWS CALL  
1900 SECURE GMT/NEWS CALL/COMMENCE COUNSELORS  
CALL/DIRECTED SELF STUDY/IN-RATE TRAINING/THOSE EARNING  
PRIVILEGES MAY HAVE REC CALL

OPNAVINST 1640.7A

**05 FEB 1993**

2000	SECURE COUNSELOR TIME
2030	SECURE DIRECTED SELF STUDY/IN-RATE TRAINING/REC CALL
2040	COMMENCE PERSONAL TIME (READING/LETTER WRITING/UNIFORM PREP)/SHOWER CALL/COMMENCE SMOKE BREAK
2115	SECURE SMOKE BREAK
2125	SECURE PERSONAL TIME/PREPARE FOR TAPS/COUNT
2130	TAPS